



AGENDA COMMON COUNCIL

Tuesday, December 4, 2012

**To immediately follow the 6:30 p.m. Committee of the Whole meeting
Common Council Chambers, 224 East Jefferson Street**

Mayor Robert Miller
Robert Prailes, Alderman, 1st District
Edward Johnson, Alderman, 1st District
Peter Hintz, Alderman, 2nd District
Ruth Dawidziak, Alderman, 2nd District
Tom Vos, Council President and Alderman, 3rd District
Steve Rauch, Alderman, 3rd District
Katie Simenson, Alderman, 4th District
Tom Preusker, Alderman, 4th District

Student Representatives

Cullen Vos, Burlington High School
Alexa Aguirre, Burlington High School

1. Roll Call
2. Pledge of Allegiance to the Flag.
3. Citizen Comments.
4. Chamber of Commerce Representative.
5. Approval of the Common Council minutes for November 20, 2012. *(K. Simenson)*
6. Letters and Communications: None.
7. Reports by Aldermanic Representatives and Department Heads.
8. Reports 1-5: *(T. Preusker)*
 - Report 1 – Historic Preservation Commission minutes, August 1, 2012
 - Report 2 – Burlington Housing Authority minutes, October 18, 2012
 - Report 3 – Park Board minutes, October 18, 2012
 - Report 4 – Library Board minutes, October 23, 2012
 - Report 5 - Committee of the Whole minutes, November 20, 2012
9. Payment of Vouchers. *(R. Prailes)*
10. Licenses and Permits. *(E. Johnson)*

11. Appointments and Nominations: None

12. Public Hearings: None

13. **RESOLUTIONS:**

- A. Resolution 4581(32) to approve the award of the bid for the Downtown Traffic Signal Modification Project to Pro Electric, Inc. for the not-to-exceed amount of \$19,195.61. This item was discussed at the November 20, 2012 Committee of the Whole meeting. *(P. Hintz)*
- B. Resolution 4582(33) to approve Task Order Number Ninety-One with Kapur & Associates for the 2013 Street and Utility Project for \$137,602. This item was discussed at the November 20, 2012 Committee of the Whole meeting. *(R. Dawidziak)*
- C. Resolution 4583(34) to adopt the 2013 Annual Budget for the City of Burlington. This item was discussed at the November 20, 2012 Committee of the Whole meeting. *(T. Vos)*

14. **ORDINANCES:**

None

15. **MOTIONS:**

- A. Motion 12-751 to approve a Certificate of Appropriateness and Sign Permit Application in the HPC Overlay District for 609 N. Pine Street. This item was discussed at tonight's Committee of the Whole meeting. *(S. Rauch)*

16. **ADJOURNMENT** *(K. Simenson)*

Note: If you are disabled and have accessibility needs or need information interpreted for you, please call the City Clerk's Office at 262-342-1161 at least 24 hours prior to the meeting.



CITY OF BURLINGTON

Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

Common Council Agenda Item Number: 5	Date: December 4, 2012
Submitted By: Beverly R. Gill, City Clerk	Subject: Meeting Minutes

Details:

Attached please find the minutes from November 20, 2012 Common Council meeting. Staff recommends approval of these minutes.

Options & Alternatives:

N/A

Financial Remarks:

None.

Executive Action:

Staff recommends that the Common Council approve these minutes at the December 4, 2012 Common Council meeting.



CITY OF BURLINGTON

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**City of Burlington
Official Minutes
Common Council
Robert Miller, Mayor
Beverly R. Gill, City Clerk
November 20, 2012**

1. CALL TO ORDER - ROLL CALL

Mayor Bob Miller called the meeting to order at 6:44 p.m. starting with roll call. Aldermen present: Bob Prailes, Ed Johnson, Peter Hintz, Ruth Dawidziak, Tom Vos, Steve Rauch, Tom Preusker

Excused: Katie Simenson

Also present: City Attorney John Bjelajac, City Administrator Kevin Lahner, Fire Chief Richard Lodle, Police Chief Peter Nimmer, Treasurer Steve DeQuaker, Library Director Gayle Falk, Tom Foht of Kapur Engineering.

2. PLEDGE OF ALLEGIANCE

Mayor Miller led the council, staff and audience in the Pledge of Allegiance.

3. CITIZEN'S COMMENTS

None

4. CHAMBER OF COMMERCE REPORT

None

5. APPROVAL OF COMMON COUNCIL MINUTES FOR NOVEMBER 7, 2012

A motion was made by Hintz with a second by Johnson to approve the Common Council minutes of November 7, 2012. With all in favor, the motion carried.

6. LETTERS AND COMMUNICATIONS

A motion was made by Dawidziak with a second by Hintz to approve the letters and communications. With all in favor, the motion carried.

7. REPORTS BY ALDERMANIC REPRESENTATIVES AND DEPARTMENT HEADS

Rauch announced that he would not seek a fourth term as Alderman for the Third District.

Prailes questioned if any of the aldermen would like to continue the tradition of adopting a family through Love, Inc. for the Christmas holiday. The aldermen were in favor of this idea and would continue with the tradition.

8. REPORTS 1-7

A motion to approve Reports 1-7 was made by Vos with a second by Hintz. With all in favor, the motion carried.

9. PAYMENT OF VOUCHERS

A motion was made by Rauch with a second by Vos to approve vouchers, pre-pays and reimbursements in the amount of \$682,844.11 Roll Call Aye: Prailes, Johnson, Hintz, Dawidziak, Vos, Rauch, Preusker Nay: None. Motion carried 7-0.

10. LICENSES AND PERMITS

A motion was made by Preusker with a second by Rauch to approve the licenses as presented. With all in favor, the motion carried.

11. APPOINTMENTS AND NOMINATIONS

A motion was made by Prailes with a second by Vos to accept the appointments as presented. With all in favor, the motion carried.

12. PUBLIC HEARINGS

"A PUBLIC HEARING TO CONSIDER THE PROPOSED 2013 ANNUAL BUDGET FOR THE CITY OF BURLINGTON"

The mayor declared the public hearing open at 6:52 p.m. There was no public comment. A motion was made by Johnson with a second by Vos to close the hearing. With all in favor, the hearing closed at 6:53 p.m.

13. RESOLUTIONS

None

14. ORDINANCES

A. ORDINANCE 1958(12) "AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP BY REZONING 6730 SOUTH PINE STREET FROM RS-1, SINGLE-FAMILY RESIDENTIAL TO B-1, NEIGHBORHOOD BUSINESS DISTRICT"


A request for a second reading and a motion to approve was made by Hintz with a second by Vos. Roll Call Aye: Prailes, Johnson, Hintz, Dawidziak, Vos, Rauch, Preusker Nay: None Motion carried 7-0

15. MOTIONS

None

16. ADJOURNMENT

A motion was made by Dawidziak with a second by Preusker to adjourn the meeting. With all in favor, the meeting adjourned at 6:55 p.m.


Beverly R. Gill
City Clerk
City of Burlington
Racine and Walworth Counties



CITY OF BURLINGTON

Administration Department

300 N. Pine Street, Burlington, WI, 53105

(262) 342-1161 – (262) 763-3474 fax

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Common Council Agenda Item Number: 8

Date: December 4, 2012

Submitted By: City Staff

Subject: Reports 1-5

Details:

Attached please find the following reports:

Report 1 – Historic Preservation Commission minutes, August 1, 2012

Report 2 – Burlington Housing Authority minutes, October 18, 2012

Report 3 – Park Board minutes, October 18, 2012

Report 4 – Library Board minutes, October 23, 2012

Report 5 - Committee of the Whole minutes, November 20, 2012

Options & Alternatives:

N/A

Financial Remarks:

None.

Executive Action:

Staff recommends that the Council accept these reports at the December 4, 2012 Common Council meeting.



**HISTORIC PRESERVATION COMMISSION
DRAFT MEETING MINUTES
THURSDAY, AUGUST 1, 2012**

Call to Order

The meeting was called to order by Chairman Stelling at 6:30 p.m.

Roll Call

Present: Chairman Tom Stelling, Commissioners Judy Stone, John Lynch and Ed Johnson were present. Commissioner Joel Weis and Maria Veronico were excused. Commissioner Jeff Erickson was absent. Building Inspector/Zoning Administrator Patrick Scherrer was present. Stephanie Schulte of Racine County Economic Development Corporation was excused.

Citizen Comments

There were no citizen comments.

Approval of June 28, 2012 Minutes

Chairman Stelling entertained a motion. Commissioner Lynch moved to approve the minutes of the June 28, 2012 meeting and Commissioner Johnson seconded. Chairman Stelling stated that where it reads at the top of Page 3 "He further stated that the Historic District will be expanding its area" should read "may be expanding its area". Chairman Stelling stated that all those in favor of approving the minutes as corrected to signify with an aye. All aye. Motion carried.

532 N. Pine St. – Al Johnson - Certificate of Appropriateness

Al Johnson, owner and Dean Luke, contractor were present. Chairman Stelling asked them to present their product and address things such as substrates. Mr. Luke stated that the original siding on the rear of the building was put on in the late 1930's and is an asphalt-based siding product that is falling off that is in need of repair. He further explained that they will check the boards, replace any bad ones and cover with tiebacks. He showed a beige sample of the proposed siding and stated that the new siding is "Smart Side" that will last 50 years.

Chairman Stelling recommended four inch wide siding rather than the six inch wide citing that the six inch width would not blend in with the other buildings along the alley, that it would create more of a contemporary look. Building Inspector Scherrer stated that the

narrower siding was recommended by Pat Meehan in his memorandum of July 13, 2012. (Commission Erickson appeared at 6:37 p.m.) Mr. Luke stated that they will use the four inch siding. He further stated that there is no soffit work being done. Commissioner Stone stated that the siding should be four inches wide or it looks too modern. Chairman Stelling entertained a motion. Commissioner Johnson motioned to recommend to the Common Council approval of the Certificate of Appropriateness with the four-inch wide siding, beige color (to be adjusted if necessary) on the existing substrate covered with tiebacks after the original product has been removed. Commissioner Lynch seconded the motion. All aye. Motion carried.

Discussion of Current Projects and Response Team Visits

Chairman Stelling stated that Trend Setters 388 N. Pine St. response team visit that was recently done revolved around approving the color of mortar being used and that it will be a gray color.

Review of Grant Funding Status

Chairman Stelling stated that there are \$725 of unobligated funds. Chairman Stelling asked Commissioner Johnson to get funds incorporated into 2013 budget. He further stated that there is a four to one return value in work being done. Johnson asked when we were given funds last. Chairman Stelling stated that the commission was given \$30,000 in 2010.

Discussion Concerning Potential/Future Projects and Notices of Violations in the Historic Preservation Overlay District

Building Inspector Scherrer asked if all commission members received a disk of the survey that was done and was affirmed that they had all received one.

Discussion of final presentation of Historic Intensive Survey by LJM Architects and State Historical Society.

Chairman Stelling stated that a good presentation was made by Jennifer Lehrke and Joe DeRose. He further stated that the survey was an appropriate survey that contained 380 pages with a lot of good information and that it identified several significant properties. The commission discussed the Kane St. area becoming a district with contributing and non-contributing properties. Chairman Stelling stated that the U. S. Dept. of Interior can give us funds to get Kane St. area in a district as long as there are 51 or 52 percent of the residents in agreement and that the commission files an application by September 10th. Commissioner Erickson inquired about the downside of being in a "district". Chairman Stelling stated that property owners cannot do whatever they want. He further stated that as a commission we would invite the residents in to discuss the process. Commissioner

Lynch inquired as to whether a resident would need permission to put a porch on. Chairman Stelling stated if the property owner wants the credits then they will need to go by the rules of the district.

Chairman Stelling stated that there are federal government funds available and that ultimately there is no down side when a house is made historic. He further stated that as a commission we should try to set the "atmosphere". He went on to say that there are other benevolent groups out there that can provide funds other than our commission. He also indicated that siding and porches are noncontributing items and that the Rainbow Motel and pool have access to leftover State of Wisconsin funds that were given to the City of Milwaukee that were not used. Chairman Stelling stated that he will have Stephanie Schulte of RCEDC get a letter ready for the Kane Street residents. Commissioner Johnson inquired about Lundstrom Homes and Chairman Stelling stated they are contributing. He further stated that there will be a Citizens Group meeting in the future.

Adjournment

Chairman Stelling entertained a motion. Commissioner Erickson motioned to adjourn and Commissioner Johnson seconded. All aye. Motion carried. The meeting adjourned at 7:06 p.m.

Respectfully submitted,

June Bobier
Administrative Assistant
City of Burlington

**City of Burlington Housing Authority
Riverview Manor
October 18, 2012**

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, October 18th, 2012, 6:30 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice-Chairman Stublely, Secretary Heck, Commissioner Iselin, Commissioner Stoechr and Resident Manager, Dorothy Henning.

Minutes from the September 20th. meeting were reviewed and approved by a motion by Stublely, seconded by Stoechr, motion carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of September 30, 2012

(See statement balance sheet)

OCCUPANCY REPORT:

Manager Henning reported 18 on the waiting list for 1 bedroom units and 1 for 2 bedroom units.

BUILDING AND MAINTENANCE:

COMMUNICATION

Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members

NEW BUSINESS

Manager Henning, Chairman Lapp and Office Assistant Ratkowski will attend the Wi-Carh meeting on November 1st at Wisconsin Dells.

UNFINISHED BUSINESS

ADJOURNMENT

There being no further business, motion to adjourn was made by Stoechr, seconded by Heck and carried unanimously. Meeting adjourned at 6:45 P.M. The next monthly meeting has been tentatively scheduled for November 15th.


Ralph Heck, Secretary



Department of Public Works
Street & Park and Water Departments
2200 S. Pine Street, Burlington, WI 53105
(262) 539 -3770 (262) 539-3773
www.burlington-wi.gov

**CITY OF BURLINGTON PARK BOARD MINUTES
THURSDAY, OCTOBER 18, 2012
2200 S. Pine Street, Burlington, WI 53105**

Chairman Darrel Eisenhardt, Commissioners Clay Brandt, Ruth DeLay, Tom Follis, Peter Turke, Jon Schultz, Alderman Bob Pralles, DPW Supervisor Dan Jensen, P.E.

Chairman Darrel Eisenhardt called the meeting to order at 6:30 P.M.

Roll Call: Present: Commissioners Clay Brandt, Ruth Delay, Tom Follis, Jon Schultz, DPW Supervisor Dan Jensen, and Chairman Darrel Eisenhardt. **Excused:** Chairman Peter Turke and Alderman Bob Pralles.

Approval of September 20, 2012 Minutes: Chairman Eisenhardt entertained a motion for approval of the September 20, 2012 Minutes. Motion to approve made by Commissioner Brandt. Seconded by Commissioner DeLay. All voted aye, motion carried.

Citizens Comments: None

Aldermanic Report: None

DPW Supervisor Report: Dan Jensen, DPW Supervisor reported the following: The water in all parks is shut down except for Brannen field, which will be done next week.

Bushnell Park has soccer through the end of October, at which time one more application of fertilizer will be placed on the soccer field. Bathrooms are shut down, but there are portables.

Mr. Jensen stated Park Board Projects for 2013 should be selected as the budget will be finalized in November. The Park Board members were provided with a listing of previous projects, and were asked to prioritize for the November Park Board meeting.

The Park Board policy book still needs updating.

Mr. Jensen submitted to the DNR an Urban Forestry Grant for \$36,000 to get funding to help the City of Burlington establish a tree inventory, develop an Emerald Ash Borer Emergency Action Plan and to provide training to staff. The DNR will provide a grant which matches 50% of the cost of the inventory.

This information will be put on a geographic information system (GIS). The City will pay \$10,700 to Kapur and Associates for the establishment of the data base.

New Business: Steve DeQuaker, Treasurer was present to explain revenues and expenditures to the Park Board members. He reviewed the various projects and showed invoices paid to contractors and grant monies that had been or would be received back to the City of Burlington.

Mr. DeQuaker also reported \$9300 was put into Park Development Funds, which came from the agreement between City and County for maintaining Bushnell Park. The contract is for \$10,000, less any reservation fees. This year there were 14 reservations at \$50.00 each, subtracting \$700.00 from the \$10,000, leaving \$9300 for deposit.

Mr. DeQuaker will be attending the Park Board meetings quarterly to explain the various Park Board Account actions. All Park Board Commissioners thanked Mr. DeQuaker for attending and felt the new format he was providing was great and better explained the debits and credits of the funds.

The Commissioners thanked Mr. DeQuaker for attending and explaining the various debits and credits.

Discussion regarding November and December 2013 Park Board Meetings: The Commissioners discussed the dates for the Park Board Meetings in November and December in association to the holidays. Commissioner Brandt stated he would not be at the November Park Board meeting due to a conflict. No other Commissioner had any issues with the November meeting date.

After some discussion, it was determined there would be a Park Board Meeting in November, but December's meeting would be cancelled.

Old Business: Review and Update Park Board Policy Book: The Commissioners discussed the Park Board Policy book and the need to get it updated. Deb Rintamaki offered to make the necessary changes and bring the changes back to the Park Board for review at the November meeting. All were in agreement to have her make the necessary changes.

Other Items: Bill Milatz, Troy Ketterhagen and Scott Behenke were present to review the use of Congress and Bushnell baseball fields for 2012, and to thank the DPW Crews for a wonderful job. Mr. Milatz stated the fields were always groomed and ready to go, and any issues that came up were immediately taken care of by Aaron DeGrave, Park Foreman, Joe Phillips, or James Regner. Mr. Milatz also stated the seasonal crew also did a great job at the direction of Aaron DeGrave.

Mr. Ketterhagen and Mr. Behenke representing the Board of Directors, in addition to Mr. Milatz were requesting the use of Congress and Bushnell fields for the 2012 season on Monday and Thursday nights. Mr. Milatz stated that 90% of the games are played in Burlington and there are seven teams.

Mr. Milatz asked if the fees were going to remain \$25.00. Chairman Eisenhardt stated the Park Board would have to discuss the fees, as they have remained the same going back before 2000.

The Park Board was in agreement the fee structure needed to be analyzed, but the fields could be reserved for 2013. Mr. Behenke asked if he should continue to contact Aaron DeGrave, Park Foreman with schedules and concerns, and Mr. Jensen stated unless it was something that involved increased costs to the City that he should continue to contact Aaron DeGrave. If there was something that involved a monetary cost, Mr. Behenke should contact Dan Jensen, DPW Supervisor.

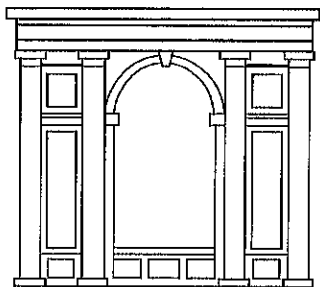
Dan Jensen, DPW Supervisor, stated he would do a cost analysis of field prep, material, electric, water and labor costs to come up with an effective actual cost to maintaining the fields. Mr. Jensen stressed the City did want to make money from increased costs, but it was something that needed to be looked at. Chairman Eisenhardt stated the Park Board would be looking at the costs at the November meeting.

Mr. Behenke stated if possible they would like to have electric power run to allow them to use pitching machines. Dan Jensen, DPW Supervisor will need to obtain costs to have the electric installed and it could possibly to be done by DPW crew.

There being no other items for discussion, Chairman Eisenhardt entertained a motion for adjournment. Motion to adjourn made Commissioner Brandt. Seconded by Commissioner Schultz. All voted aye, and Chairman Eisenhardt adjourned the meeting at 8:03 P.M.

Minutes respectfully submitted by:

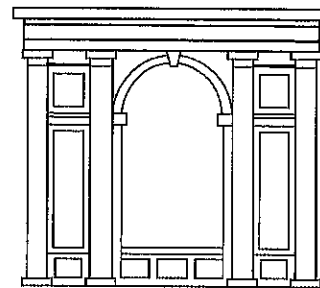
**Deb Rintamaki
Department of Public Works**



Burlington Public Library

166 East Jefferson Street • Burlington, Wisconsin 53105
(262) 342-1130 • Fax (262) 763-1938

www.burlingtonlibrary.org



Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, October 23, 2012 in the Burlington Public Meeting Room. Present were Penny Torhorst, Steve Rauch, Peter Smet, Scott Johnson, and Pat Hurley. Excused was Dianne Boyle, M.T. Boyle, Pat Hoffman, Mike Kelly. Also present were Library Director Gayle Falk, Administrative Assistant Linda Berndt.

Torhorst called the meeting to order at 4:00.

Minutes of the September 25, 2012 meeting were approved. Johnson moved, and Smet seconded. Motion passed.

The October General Fund Bills, Prepaids, Reimbursements, September 2012 General Fund Deposits were discussed and approved. Hurley moved approval and Johnson seconded. Motion passed.

Johnson moved and Rauch seconded the motion to approve the October 2012 Trust Fund Bills and the September 2012 Trust Fund Deposits. Motion passed.

Committee Reports: There were none at this time.

Federated Library Report: Mid-Wisconsin did hire a new administrator.

Old Business:

Friends Update: The Friends Pub program and after party at John's Main Event raised a profit of \$150.00. Their last fundraiser was at Wendy's and they received \$39.00. Falk stated that coupon exchanges are becoming very popular in libraries lately.

Basement Remodel: The basement hallway has been painted and it looks much brighter. We have an estimate for carpet for the meeting room and hallway of \$4,000.00. Falk stated that she hoped that we could use \$200.00 from the ink cartridge recycle account, \$1,100.00 from the Sentry Fund, and \$1200.00 from the Booksale account. This would total \$2500.00. This would leave \$1500.00 to be used from the regular operating expenses.

We are still getting bids for the ceiling job in the hallway and we are finding out that it is more expensive than we had thought. We may need to wait for the 2014 budget to get this project done.

Johnson moved and Hurley seconded the motion to accept the money to be used from the ink cartridge recycling fund, the grocery fund, the booksale fund and general operating fund in the amount of \$4,000.00 to fund the carpet project. Motion passed.

Audiovisual Project: Falk informed the Board that 11 of the DVDs that were located in the 900s in the Nonfiction section were stolen in the past few weeks. She wanted the Board to remember that we are in the process of changing the feature film DVDs from their location behind the desk to open shelving in the library. She stated that the shelving for the project has been ordered and we are just waiting for the approval from the Board. The Board talked about video surveillance and other security measures. Falk will be getting some prices on camera surveillance. It was decided that we should go ahead with the project. We will reevaluate after several months time.

New Business:

Budget: The Library budget was the first to be heard at the City Budget meetings. There are more meetings this week and next week, and then we will know more about what the city decides. Falk stated that the presentation went well.

Falk asked the Board that if the current budget does pass, and we do purchase a new microfilm reader in the coming year, if the Board would consider donating the current microfilm reader to the Historical Society. The Board agreed that it would be a good idea if the current budget is approved.

County Tax Exemption: Falk wanted to let the Board know that she has filed with Walworth and Racine Counties for the County Tax Exemption. This is done annually.

Volunteer and Staff Appreciation: Falk reminded the board that last year they approved \$300.00 for Staff Appreciation for Christmas and also \$25.00 for volunteer appreciation. Johnson moved and Hurley seconded the motion to use \$300.00 of booksale money for Staff Appreciation and \$25.00 for volunteer appreciation. Motion passed.

CD Renewal: Falk told the Board that the last Certificate of Deposit for trust fund money was just renewed. We do have two maturing in the next couple weeks. The Board instructed Falk to use her best judgment.

Scheduling Director Evaluation: Falk stated that if Hoffman is able to come to the next meeting we could hand out the evaluation sheets. They then could be collected at the December meeting.

Visits to Delafield and Pewaukee Libraries: Falk visited Pewaukee's new library. Falk showed pictures of the Children's area, which has a nautical theme. There are several fireplaces throughout the library, many nice study rooms, staff work areas, and a lot of very nice art. There are many open display areas, a self serve coffee station, and little electronic bugs in the children's area. It is a very large, very beautiful library.

Falk also visited the Delafield Library which is combined with the City Hall and is much smaller. The library is strikingly decorated with very vivid colors. There are entry displays, a fireplace in the adult area, study rooms, a local history section and an outdoor garden project. There is a massive atrium between City Hall and the Library. There is a meeting room shared between the city hall and the library.

Directors Report:

We received a request from a school PTO parent for the Library to donate 200 coloring contest sheets for them. Smet asked that the parent contact him at the BASD office and he will assist her.

Monthly Report: The circulation numbers are up from this time last year. Our reference numbers are down for the year.

BPL in the news: There were many items in the weekly newspaper calendars and articles on our upcoming programs.

Public Communication to the Board: There was nothing at this time.

Meeting was adjourned at 5:08 p.m. Hurley moved and Smet seconded. Motion passed.

Our next meeting will be on Tuesday, November 27th at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,

A handwritten signature in black ink that reads "Steve Rauch". The signature is written in a cursive, flowing style.


Steve Rauch,
Aldermanic Representative



CITY OF BURLINGTON

Finance Department

300 N. Pine Street, Burlington, WI 53105
Phone: (262) 342-1170 Fax: (262) 342-1178
www.burlington-wi.gov

Common Council Agenda Item Number: 9	Date: December 4, 2012
Submitted By: Steve DeQuaker, Treasurer 	Subject: Prepaids and Vouchers

Details:

Attached please find the Prepaids and Vouchers list for bills accrued through December 4, 2012:

Total Prepaids:	\$50,107.35
Total Vouchers:	\$127,329.12
Reimbursements:	\$1,209.01
 Grand Total:	 <u>\$178,645.48</u>

Options & Alternatives: Approve expenditures as presented or alter purchasing procedures.

Financial Remarks: 5 Largest Disbursements on Prepaids and Vouchers

- 1) Sierra Petroleum Co., Inc. – AV Gas 100LL \$34,282.60
- 2) L.W. Allen, Inc. – Double-Disc Pump for Digested Sludge \$16,938.00
- 3) Ehlers – Project \$8,000,000 Sewerage System Revenue Bonds, Series 2012B \$15,000.00
- 4) Reesman's Excavating & Grading, Inc. – Work Completed Regarding 181 Washington Street Demolition \$9,730.00
- 5) Voorhees Associates LLC – For Professional Services for Recruitment and Selection of a Director of Public Works \$8,302.76

Executive Action:

Staff recommends that the Common Council accept these Prepaids and Vouchers in the amount of \$178,645.48 at the December 4, 2012 Council meeting.

For Council Approval December 4, 2012

Prepays:	11/16/12	\$6,979.91
	11/27/12	\$43,127.44

Total Prepaids		<u>\$50,107.35</u>
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Vouchers:	12/04/12	\$127,329.12
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Reimbursements:	11/16/12	\$1,209.01
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GRAND TOTAL		<u><u>\$178,645.48</u></u>
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GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
100-454521-001	BOND FEES							
	7646	MUSKEGO MUNICIPAL COURT	MUSKEGO Brown, Marlo V2440152	V2440152	11/10/2012	139.00	11/12	PD
Total 100-454521						139.00		
100-515121-142	MUNI COURT - WITNESS FEES							
	697	CALDWELL, DAVID	D.CALDWELL INTERPRETING MUNI C	111512	11/15/2012	70.00	11/12	PD
Total MUNICIPAL COURT						70.00		
100-515132-225	ADMIN - TELEPHONE							
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE ADMIN	829440291-11/12	11/04/2012	115.48	11/12	PD
	7343	AT & T	AT & T 262 763-3474 163 6 ADMIN	26276334741112	11/04/2012	18.46	11/12	PD
						133.94	*	
100-515132-298	ADMIN - CONTRACT SERVICES							
	7044	E-VERGENT WIRELESS	BUS WIRELESS MONTHLY ACCT 161	1610-29	11/06/2012	300.00	11/12	PD
Total ADMINISTRATOR						433.94		
100-515141-225	FINANCE - TELEPHONE							
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE FINANCE	829440291-11/12	11/04/2012	115.48	11/12	PD
	7343	AT & T	AT & T 262 763-3474 163 6 Finance	26276334741112	11/04/2012	18.46	11/12	PD
						133.94	*	
Total FINANCE						133.94		
100-525211-220	POLICE - UTILITY SERVICES							
	3330	WE ENERGIES	1461-190-073 Gas 224 E Jefferson St	14611900731012	10/18/2012	417.25	11/12	PD
	3330	WE ENERGIES	5843-681-877 224 E Jefferson Electric	58436818771012	10/19/2012	2,229.90	11/12	PD
						2,647.15	*	
100-525211-225	POLICE - TELEPHONE							
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE POLICE	829440291-11/12	11/04/2012	98.25	11/12	PD
	7343	AT & T	AT & T 262 763-3474 163 6 POLICE	26276334741112	11/04/2012	92.28	11/12	PD
						188.53	*	
Total POLICE DEPT.						2,835.68		
100-525220-225	FIRE - TELEPHONE							
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE FIRE	829440291-11/12	11/04/2012	77.00	11/12	PD
	7343	AT & T	AT & T 262 763-3474 163 6 FIRE	26276334741112	11/04/2012	73.83	11/12	PD
						150.83	*	
Total FIRE DEPT.						150.83		
100-535321-220	STREETS - UTILITIES							
	3330	WE ENERGIES	0688-843-174 830 Milw Ave	06888431741112	11/04/2012	387.63	11/12	PD
	3330	WE ENERGIES	2019-198-266 TRAFFIC LIGHTS	20191982661112	11/04/2012	49.13	11/12	PD
	3330	WE ENERGIES	7628-357-501 840 Milw Ave	76283575011112	11/01/2012	53.02	11/12	PD

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GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
						489.78	*	
100-535321-225	STREETS - TELEPHONE							
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE DPW	829440291-11/12	11/04/2012	19.25	11/12	PD
	7343	AT & T	AT & T 262 763-3474 163 8 DPW	26276334741112	11/04/2012	36.91	11/12	PD
						56.16	*	
100-535321-261	STREETS - LIGHTING							
	3330	WE ENERGIES	0088-492-988 Traffic Signal	00884929881112	11/01/2012	150.98	11/12	PD
	3330	WE ENERGIES	2272-950-724 Garage	22729507241112	11/01/2012	13.62	11/12	PD
	3330	WE ENERGIES	3073-922-427 Milw Ave Echo Lk	30739224271112	11/01/2012	7.47	11/12	PD
	3330	WE ENERGIES	3277-994-067 Traffic Signal Controller	32779940671112	11/01/2012	46.62	11/12	PD
	3330	WE ENERGIES	4067-122-145 PARKING LOT	40671221451112	11/01/2012	23.14	11/12	PD
	3330	WE ENERGIES	4440-397-780 Beaumont Field	44403977801112	11/01/2012	63.25	11/12	PD
	3330	WE ENERGIES	5639-265-567 650 Milwaukee Ave	56392655671112	11/01/2012	185.88	11/12	PD
	3330	WE ENERGIES	6438-309-692 Traffic Signal	64383096921112	11/05/2012	117.97	11/12	PD
	3330	WE ENERGIES	6838-102-431 Traffic Signal	68381024311112	11/04/2012	312.77	11/12	PD
						921.70	*	
100-535321-310	STREETS - OFF SUPP/POSTAGE							
	2400	PETTY CASH - DPW	PETTY CASH-DPW	111312	11/13/2012	171.94	11/12	PD
Total STREET ADMINISTRATION						1,639.58		
100-555551-220	PARKS - UTILITIES							
	3330	WE ENERGIES	0235-568-359 Concession Bldg	02355683591112	11/01/2012	191.32	11/12	PD
	3330	WE ENERGIES	1488-453-053 Storage Garage	14884530531112	11/02/2012	18.13	11/12	PD
	3330	WE ENERGIES	2625-548-774 Restrooms at Ballpark	26255487741112	11/01/2012	59.98	11/12	PD
	3330	WE ENERGIES	2672-334-997 Cabinet Parking Lot	26723349971112	11/01/2012	111.16	11/12	PD
	3330	WE ENERGIES	3406-030-405 732 Maryland Ave	34060304051112	11/01/2012	31.79	11/12	PD
	3330	WE ENERGIES	3832-053-838 225 Robert St	38320538381012	10/29/2012	33.12	11/12	PD
	3330	WE ENERGIES	4278-074-627 Baseball Scoreboard	42780746271112	11/01/2012	29.52	11/12	PD
	3330	WE ENERGIES	4484-977-713 Riverside Park	44849777131112	11/01/2012	57.47	11/12	PD
	3330	WE ENERGIES	5200-062-983 517 Congress St	52000629831112	11/01/2012	7.47	11/12	PD
	3330	WE ENERGIES	5276-292-324 Lighting for bike path	52762923241112	11/01/2012	25.11	11/12	PD
	3330	WE ENERGIES	7060-825-262 712 Maryland Ave	70608252621112	11/01/2012	23.49	11/12	PD
						588.56	*	
Total PARKS						588.56		
Total GENERAL FUND						5,991.53		
621-575740-220	WWTP-ELECTRIC							
	3330	WE ENERGIES	7672-906-685 Lift Station 2224 S Milw	76729066851112	11/04/2012	170.97	11/12	PD
	3330	WE ENERGIES	8098-971-449 Sewer Lift - Fox River Lar	80989714491112	11/05/2012	27.22	11/12	PD
	3330	WE ENERGIES	8635-875-051 Kriit Av 800 Ft S Industria	86358750511012	10/29/2012	53.01	11/12	PD
						251.20	*	
621-575740-249	LABORATORY							
	8332	COMDATA	Roundy's WWTP Account RH230	M23063852	11/01/2012	156.96	11/12	PD
Total WASTEWATER FUND EXPENSES						408.16		

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
Total WASTEWATER OPERATIONS FUND						408.16		
622-509210-000	OFFICE SUPPLY							
	5934	TIME WARNER CABLE-MILW	TIME WARNER CABLE WATER	700401601	11/12 11/02/2012	63.96	11/12	PD
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE WATER	829440291-11/12	11/04/2012	19.25	11/12	PD
	7343	AT & T	AT & T 262 763-3474 163 6 WATER	26276334741112	11/04/2012	36.91	11/12	PD
						120.12	*	
Total 622-509210						120.12		
Total WATER UTILITY FUND						120.12		
623-575740-225	TELEPHONE							
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE AIRPORT	829440291-11/12	11/04/2012	19.25	11/12	PD
	7343	AT & T	AT & T 262 763-3474 163 6 Airport	26276334741112	11/04/2012	55.35	11/12	PD
						74.60	*	
Total 623-575740						74.60		
Total AIRPORT FUND						74.60		
875-232000	MUNICIPAL COURT DEP							
	307	HOLKUP, SHERRY	refund - overpayment on citation N12202	N1220267	11/13/2012	271.50	11/12	PD
	8517	Town of Burlington Municipal	Stewart, Valerie V854802-4	V854802-4	11/15/2012	114.00	11/12	PD
						385.50	*	
Total MUNICIPAL COURT FUND						385.50		
Grand Total:						6,979.91		

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
100-239006	LAW-VISION							
4426	VISION INSURANCE PLAN OF AMER	Vision Ins - Premium billing for Dec		120780	11/06/2012	795.15	11/12	PD
100-515121-310	MUNI COURT - OFFICE SUPPLIES							
8127	M & I BANK - CREDIT CARD	M& I Bank Walmart (split)		4292 11/12	11/15/2012	13.47	11/12	PD
Total MUNICIPAL COURT						13.47		
100-515132-153	ADMIN - EBC							
5090	EMPLOYEE BENEFITS CORPORATIO	Annual Renewal Fee		1397792	11/15/2012	700.00	11/12	PD
5090	EMPLOYEE BENEFITS CORPORATIO	EBC ADMIN		1397793	11/16/2012	2.25	11/12	PD
						702.25	*	
100-515132-310	ADMIN - OFF SUPP-POSTAGE							
2390	PETTY CASH	PETTY CASH ADMIN		111612	11/16/2012	9.53	11/12	PD
8127	M & I BANK - CREDIT CARD	M& I Bank Walmart (split)		4292 11/12	11/15/2012	35.92	11/12	PD
						45.45	*	
100-515132-324	ADMIN - MEMBERSHIP DUES							
6981	INTERNATIONAL CODE COUNCIL	INTERNATIONAL CODE COUNCIL BLI		2917566	11/01/2012	125.00	11/12	PD
100-515132-330	ADMIN - INSVC TRAINING & TRAV							
8127	M & I BANK - CREDIT CARD	M& I Bank - El Mezcal		2547 11/12	11/15/2012	26.02	11/12	PD
Total ADMINISTRATOR						898.72		
100-515140-310	CLERK - OFFICE SUPPLIES							
8127	M & I BANK - CREDIT CARD	M& I Bank Walmart (split)		4292 11/12	11/15/2012	13.47	11/12	PD
Total CITY CLERK						13.47		
100-515141-153	FINANCE - EMPLOYEE BENEFITS							
5090	EMPLOYEE BENEFITS CORPORATIO	EBC FINANCE		1397793	11/16/2012	.20	11/12	PD
100-515141-310	FINANCE - OFFICE SUPP/POSTAGE							
2390	PETTY CASH	PETTY CASH FINANCE POSTAGE		111612	11/16/2012	30.35	11/12	PD
8127	M & I BANK - CREDIT CARD	M& I Bank Walmart		4238 11/12	11/15/2012	11.90	11/12	PD
8127	M & I BANK - CREDIT CARD	M& I Bank Walmart (split)		4292 11/12	11/15/2012	26.95	11/12	PD
						69.20	*	
Total FINANCE						69.40		
100-515142-310	ELECTIONS - OPERATION SUPPLIES							
2390	PETTY CASH	PETTY CASH ELECTION		111612	11/16/2012	63.48	11/12	PD
Total ELECTIONS						63.48		
100-525211-153	POLICE - EMP BENEFITS COOP							
5090	EMPLOYEE BENEFITS CORPORATIO	EBC POLICE		1397793	11/16/2012	6.50	11/12	PD
100-525211-310	POLICE - OFF SUPP-POSTAGE							

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8127	M & I BANK - CREDIT CARD	M&I Bank Walgreens	1490	11/12	11/15/2012	17.83	11/12	PD
8127	M & I BANK - CREDIT CARD	M&I Bank Sentry	4250	11/12	11/15/2012	50.27	11/12	PD
8127	M & I BANK - CREDIT CARD	M&I Bank Amazon	4250	11/12	11/15/2012	14.80	11/12	PD
						82.50	*	
100-525211-330	POLICE - TRAVEL							
8127	M & I BANK - CREDIT CARD	M&I Bank - Freds	0488	11/12	11/15/2012	42.90	11/12	PD
8127	M & I BANK - CREDIT CARD	M&I Bank - Thomson West	0488	11/12	11/15/2012	498.00	11/12	PD
8127	M & I BANK - CREDIT CARD	M&I Bank Lucky Star	4250	11/12	11/15/2012	33.96	11/12	PD
						574.86	*	
	Total POLICE DEPT.					663.86		
100-525220-153	FIRE - EMPLOYEE BENEFITS							
5090	EMPLOYEE BENEFITS CORPORATIO	EBC FIRE	1397793	11/16/2012		8.00	11/12	PD
100-525220-157	FIRE - INSERVICE TRAINING							
2363	PETTY CASH - FIRE DEPT	PETTY CASH FIRE DEPT GOOSEBER	112712	11/21/2012		2.99	11/12	PD
2363	PETTY CASH - FIRE DEPT	PETTY CASH FIRE DEPT K. GARRAT	112712	11/21/2012		15.69	11/12	PD
8127	M & I BANK - CREDIT CARD	M&I Bank WSFCA	2562	11/12	11/15/2012	75.00	11/12	PD
						93.68	*	
100-525220-220	FIRE - UTILITY SERVICES							
3330	WE ENERGIES	8403-028-057 Fire Dept 165 Washington	84030280571112	11/13/2012		948.24	11/12	PD
100-525220-225	FIRE - TELEPHONE							
8127	M & I BANK - CREDIT CARD	M&I Bank AT & T Data	4300	11/12	11/15/2012	26.28	11/12	PD
100-525220-244	FIRE - REPAIR MAINT EQUIPMENT							
2363	PETTY CASH - FIRE DEPT	PETTY CASH FIRE DEPT WAL*MART	112712	11/21/2012		3.15	11/12	PD
2363	PETTY CASH - FIRE DEPT	FIRE DEPT WALGREENS	112712	11/21/2012		4.18	11/12	PD
2363	PETTY CASH - FIRE DEPT	PETTY CASH FIRE DEPT REINEMAN	112712	11/21/2012		4.83	11/12	PD
8127	M & I BANK - CREDIT CARD	M&I Bank Amazon	4300	11/12	11/15/2012	64.84	11/12	PD
						77.00	*	
100-525220-310	FIRE - OFFICE SUPPLIES							
2363	PETTY CASH - FIRE DEPT	PETTY CASH FIRE DEPT USPS	112712	11/21/2012		.45	11/12	PD
8127	M & I BANK - CREDIT CARD	M&I Bank USPS	2562	11/12	11/15/2012	51.85	11/12	PD
						52.30	*	
100-525220-330	FIRE - TRAVEL							
8127	M & I BANK - CREDIT CARD	M&I Bank Radisson Hotel	4300	11/12	11/15/2012	210.00	11/12	PD
	Total FIRE DEPT.					1,415.50		
100-535321-153	STREETS - EMPLOYEE BENEFITS							
5090	EMPLOYEE BENEFITS CORPORATIO	EBC STREET	1397793	11/16/2012		8.00	11/12	PD
100-535321-225	STREETS - TELEPHONE							
4485	TDS TELECOM	TDS DPW 262-539-3770	262-539-3770	11/12	11/19/2012	74.78	11/12	PD
100-535321-248	STREETS REP & MAINT BLDG							
8127	M & I BANK - CREDIT CARD	M&I Bank - WI Dept of Commerce	5513	11/12	11/15/2012	20.00	11/12	PD
100-535321-261	STREETS - LIGHTING							
3330	WE ENERGIES	0455-414-409 Traffic Lights	04554144091112	11/11/2012		180.09	11/12	PD
3330	WE ENERGIES	0838-352-542 Parking Lot Lighting	08383525421112	11/14/2012		30.92	11/12	PD
3330	WE ENERGIES	0850-628-152 N Plne & Jefferson	08506281521112	11/14/2012		159.12	11/12	PD
3330	WE ENERGIES	4404-149-064 300 N Main Street	44041490641112	11/11/2012		69.07	11/12	PD
3330	WE ENERGIES	5043-084-318 200 Amanda Street	50430843181112	11/13/2012		29.11	11/12	PD
3330	WE ENERGIES	5465-979-181 McHenry & Gardner	54659791811112	11/13/2012		55.84	11/12	PD

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
	3330	WE ENERGIES	7255-756-558 McHenry & Milw Corner	72557565581112	11/13/2012	10.46	11/12	PD
						534.61	*	
100-535321-298	STREETS - CONTRACT SERVICES							
	8127	M & I BANK - CREDIT CARD	M& I Bank Enterprise	0447 11/12	11/15/2012	230.54	11/12	PD
Total STREET ADMINISTRATION						865.93		
100-555551-153	PARKS - EMPLOYEE BENEFITS							
	5090	EMPLOYEE BENEFITS CORPORATIO	EBC PARK	1397793	11/16/2012	2.00	11/12	PD
100-555551-220	PARKS - UTILITIES							
	3330	WE ENERGIES	0435-566-939 Washington & Main	04355669391112	11/12/2012	31.14	11/12	PD
	3330	WE ENERGIES	4447-370-241 Pavillion	44473702411112	11/01/2012	11.47	11/12	PD
	3330	WE ENERGIES	6893-002-943 700 Black Hawk Dr Sign	68930029431112	11/14/2012	7.47	11/12	PD
						50.08	*	
100-555551-225	PARKS - TELEPHONE							
	4485	TDS TELECOM	TDS DPW 262-539-3770	262-539-3770 11/12	11/19/2012	37.39	11/12	PD
Total PARKS						89.47		
Total GENERAL FUND						4,888.45		
251-555511-153	EMPLOYEE BENEFITS							
	5090	EMPLOYEE BENEFITS CORPORATIO	EBC LIBRARY	1397793	11/16/2012	20.75	11/12	PD
251-555511-247	REPAIR, MAINTENANCE BUILDING							
	8127	M & I BANK - CREDIT CARD	M& I Bank - WI Dept of Commerce	5513 11/12	11/15/2012	20.00	11/12	PD
251-555511-310	OFFICE SUPPLIES, POSTAGE							
	8127	M & I BANK - CREDIT CARD	M& I Bank Walmart	4292 11/12	11/15/2012	9.84	11/12	PD
Total FUND EXPENSES						50.59		
Total LIBRARY OPERATIONS FUND						50.59		
463-515132-111	CITY ADMINISTRATOR WAGES							
	5090	EMPLOYEE BENEFITS CORPORATIO	EBC	1397793	11/16/2012	.20	11/12	PD
Total ADMINISTRATOR						.20		
Total 1992 TIF #3 FUND						.20		
465-525220-806	FIRE COMMUNICATION EQUIP							
	8127	M & I BANK - CREDIT CARD	M& I Bank Walmart	2562 11/12	11/15/2012	497.96	11/12	PD

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
Total FIRE DEPT.						497.96		
Total CAPITAL REPLACEMENT FUND						497.96		
621-575740-153	EMPLOYEE BENEFITS							
	5090	EMPLOYEE BENEFITS CORPORATIO	EBC WWTP	1397793	11/16/2012	6.20	11/12	PD
621-575740-220	WWTP-ELECTRIC							
	3330	WE ENERGIES	0469-455-287 Highway 11 E State St	04694552671112	11/11/2012	112.18	11/12	PD
	3330	WE ENERGIES	3602-583-285 4302 Lake St Electric	36025832851112	11/12/2012	28.03	11/12	PD
	3330	WE ENERGIES	4847-248-215 S of Yahnke Rd/Pump St	48472482151112	11/14/2012	162.99	11/12	PD
						303.20	*	
621-575740-225	TELEPHONE							
	4485	TDS TELECOM	TDS WWTP 262-539-3646	32-539-3646 11/12*	11/12/2012	172.83	11/12	PD
621-575740-244	REPAIRS,MAINT EQUIPMENT							
	8127	M & I BANK - CREDIT CARD	M&I Bank - Mueller Co LTD	5513 11/12	11/15/2012	416.77	11/12	PD
621-575740-249	LABORATORY							
	936	CULLIGAN OF BURLINGTON	CULLIGAN WWTP PE DI 9 MIXBED	500X01119706	09/30/2012	180.00	11/12	PD
	936	CULLIGAN OF BURLINGTON	CULLIGAN WWTP PE DI 9 MIXBED	500X01128004	10/31/2012	180.00	11/12	PD
						360.00	*	
621-575740-298	CONTRACT SERVICE							
	8127	M & I BANK - CREDIT CARD	M&I Bank - Caribou Coffee	2547 11/12	11/15/2012	4.63	11/12	PD
	8127	M & I BANK - CREDIT CARD	M&I Bank - WI Dept of Commerce	5513 11/12	11/15/2012	160.00	11/12	PD
						164.63	*	
621-575740-310	OFFICE SUPPLIES, POSTAGE							
	5934	TIME WARNER CABLE-MILW	Time Warner WWTP Acct # 702658601	700401601 12/12	11/17/2012	109.95	11/12	PD
621-575740-374	SAFETY							
	8127	M & I BANK - CREDIT CARD	M&I Bank - Dunhams	5513 11/12	11/15/2012	136.61	11/12	PD
Total WASTEWATER FUND EXPENSES						1,670.19		
Total WASTEWATER OPERATIONS FUND						1,670.19		
622-506310-000	CHEMICALS							
	8127	M & I BANK - CREDIT CARD	M&I Bank Walmart	5497 11/12	11/15/2012	17.31	11/12	PD
Total 622-506310						17.31		
622-509210-000	OFFICE SUPPLY							
	4485	TDS TELECOM	TDS DPW 262-539-3770	362-539-3770 11/12	11/19/2012	74.78	11/12	PD
	5156	NEXTEL WEST CORP	NEXTEL WATER DEPT 822681516	822681516-129	11/18/2012	248.24	11/12	PD

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
						323.02	*	
Total 622-509210						323.02		
622-509230-000	OUTSIDE SERVICES							
	8127 M & I BANK - CREDIT CARD	M& I Bank - Caribou Coffee		2547 11/12	11/15/2012	4.63	11/12	PD
	8127 M & I BANK - CREDIT CARD	M& I Bank - WI Dept of Commerce		5513 11/12	11/15/2012	60.00	11/12	PD
						64.63	*	
Total 622-509230						64.63		
622-509260-153	EMPLOYEE BENEFITS							
	5090 EMPLOYEE BENEFITS CORPORATIO	EBC WATER		1397793	11/16/2012	7.90	11/12	PD
Total 622-509260						7.90		
Total WATER UTILITY FUND						412.86		
623-575740-200	FUEL FOR RESALE							
	6929 SIERRA PETROLEUM CO, INC.	SIERRA PETRO AV GAS 100LL		63468	11/19/2012	34,282.60	11/12	PD
623-575740-225	TELEPHONE							
	4655 PACIFIC TELEMAGEMENT SERVIC	PTS - AIRPORT PAYPHONE		464778	11/14/2012	78.00	11/12	PD
Total 623-575740						34,360.60		
Total AIRPORT FUND						34,360.60		
802-525211-390	DARE DONATIONS							
	8127 M & I BANK - CREDIT CARD	M& I Bank - ATD/ Adirondack		0486 11/12	11/15/2012	609.83	11/12	PD
	8127 M & I BANK - CREDIT CARD	M& I Bank Walmart		4292 11/12	11/15/2012	547.96	11/12	PD
						1,157.79	*	
Total 802-525211						1,157.79		
Total DARE PROGRAM FUND						1,157.79		
875-232000	MUNICIPAL COURT DEP							
	511 DEYO, SUSAN	refund of overpayment on cit. H897539-6		H897539-6	11/19/2012	88.80	11/12	PD
Total MUNICIPAL COURT FUND						88.80		

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
Grand Total:						43,127.44	

Dated: _____

Motion for Approval by: _____

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GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
100-515111-399	CITY COUNCIL - PUBLICATION						
	2790	SOUTHERN LAKES NEWSPAPERS LI	STANDARD PRESS ORD	95028	11/15/2012	26.25	12/12
	2790	SOUTHERN LAKES NEWSPAPERS LI	STANDARD PRESS MINUTES	95647	11/22/2012	72.96	12/12
						99.21	*
Total CITY COUNCIL						99.21	
100-515132-248	REPAIRS & MAINT BUILDING						
	2590	REINEMANS, INC.	REINEMANS ADMIN BUILD MAINT	013908	11/21/2012	35.91	12/12
100-515132-298	ADMIN - CONTRACT SERVICES						
	8173	VOORHEES ASSOCIATES, LLC	recruitment & selection	#3-11-012-0142	11/07/2012	8,302.76	12/12
Total ADMINISTRATOR						8,338.67	
100-515140-399	GENERAL CODE & MISC PUB						
	5419	GENERAL CODE	GENERAL CODE MAINT FEE	C0009605	11/01/2012	995.00	12/12
Total CITY CLERK						995.00	
100-515141-298	FINANCE - CONTRACT SERVICES						
	8846	EHLERS INVESTMENT PARTNERS	FINANCE ADVISORY SERVICE	103112	10/31/2012	202.75	12/12
Total FINANCE						202.75	
100-515142-321	ELECTIONS - BALLOTS & ADVERT						
	2484	RACINE CO CLERK	RA CO CLERK NOV ELECTION	1162012	11/20/2012	2,190.44	12/12
	2790	SOUTHERN LAKES NEWSPAPERS LI	STANDARD PRESS ELECTION NOTIC	95238	01/22/2012	39.15	12/12
						2,229.59	*
Total ELECTIONS						2,229.59	
100-515154-299	Contract Services-WI DOR Manf.						
	6110	WI DEPT OF REVENUE	FEE FOR ASSESSMENT OF MANUFA	2012	11/01/2012	4,046.77	12/12
Total ASSESSOR						4,046.77	
100-525211-211	POLICE - PHYSICALS						
	4154	AURORA MEDICAL GROUP	AURORA MED GROUP POLICE DEPT	77185509	11/12/2012	30.00	12/12
	5763	AURORA HEALTH CARE	Acct. 600003827 Visit 112588381	1669496	11/11/2012	219.00	12/12
						249.00	*
100-525211-239	POLICE - EQUIPMENT NON CAPITAL						
	8847	KEEPRS, INC	POLICE DEPT - GLOCK	196085	11/14/2012	414.00	12/12
100-525211-244	POLICE - REPAIR & MAINTENANCE						
	2740	SOMAR TEK LLC/Somar Enterprise	SOMAR ENTERPRISES POLICE BATT	97230	11/26/2012	83.88	12/12
	8169	BEST VALUE FLOORING	Police Dept Stair Treads	1437	11/07/2012	1,854.60	12/12

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
						1,938.48	*
100-525211-248	POLICE - REP & MAINT BUILDING						
	2590 REINEMANS, INC.	REINEMANS POLICE SUPPLIES	012410	11/01/2012	55.13	12/12	
	2590 REINEMANS, INC.	Reinemans - Credit	013405	11/14/2012	27.99	12/12	
	2590 REINEMANS, INC.	REINEMAN POLICE	013606	11/16/2012	7.19	12/12	
					34.33	*	
100-525211-310	POLICE - OFF SUPP-POSTAGE						
	2590 REINEMANS, INC.	REINEMANS POLICE SUPPLIES	014410	11/28/2012	10.78	12/12	
	3635 RICHTER'S SENTRY FOODS	RICHTER FOODS POLICE CREDIT	102612PD CREDIT	10/26/2012	50.27	12/12	
	3635 RICHTER'S SENTRY FOODS	RICHTER FOODS POLICE DEPT WAT	111312PD	11/13/2012	20.85	12/12	
	3635 RICHTER'S SENTRY FOODS	RICHTER FOODS POLICE DEPT WAT	111612PD	11/16/2012	20.85	12/12	
	3635 RICHTER'S SENTRY FOODS	RICHTER FOODS POLICE DEPT WAT	112112PD	11/21/2012	20.85	12/12	
	7577 WAREHOUSE DIRECT OFFICE PROD	WAREHOUSE DIRECT POLICE SUPPL	1756859-0	11/20/2012	19.59	12/12	
	7577 WAREHOUSE DIRECT OFFICE PROD	WAREHOUSE DIRECT TONER	1761120-0	11/27/2012	848.00	12/12	
					890.65	*	
100-525211-346	POLICE - UNIFORM REPAIR/ETC						
	3558 LARK UNIFORM OUTFITTERS	LARK UNIFORM -S/S Duty Max Shirt	124704	11/08/2012	54.95	12/12	
	3558 LARK UNIFORM OUTFITTERS	Lark Uniform Retirement Badge	125461	11/19/2012	97.95	12/12	
					152.90	*	
100-525211-381	POLICE - INVESTIGATIONS						
	5793 BAYCOM INC	Baycom - Supplies	72781	11/16/2012	1,990.00	12/12	
Total POLICE DEPT.						5,669.38	
100-525220-157	FIRE - INSERVICE TRAINING						
	4354 GATEWAY - KENOSHA CAMPUS	Forcible Entry Workshop	52008	11/26/2011	1,126.12	12/12	
100-525220-211	FIRE - PHYSICALS						
	4154 AURORA MEDICAL GROUP	AURORA MED GROUP FIRE DEPT	77120427	11/06/2012	128.00	12/12	
100-525220-248	FIRE - REPAIR MAINT BLDGS						
	1140 ELKHORN CHEMICAL & PACKAGING	ELKHORN CHEMICAL FIRE DEPT SUI	528291	11/16/2012	252.33	12/12	
	2590 REINEMANS, INC.	Reinemans - Fire Dept	014299	11/26/2012	49.95	12/12	
					302.28	*	
100-525220-389	FIRE - PROTECTIVE CLOTHING						
	7666 PAUL CONWAY SHIELDS	PAUL CONWAY FIRE	0315228-IN	11/09/2012	344.50	12/12	
	7666 PAUL CONWAY SHIELDS	PAUL CONWAY FIRE	0315301-IN	11/13/2012	1,682.16	12/12	
					2,026.66	*	
Total FIRE DEPT.						3,583.06	
100-535321-159	STREETS - CLOTHING ALLOWANCE						
	117 ALSCO	ALSCO DPW - STREETS	IMIL613579	11/14/2012	82.99	12/12	
	117 ALSCO	ALSCO DPW - STREETS	IMIL616195	11/21/2012	70.39	12/12	
	7174 CLASSIC INDUSTRIAL SUPPLIES	CLASSIC INDUSTRIAL SUPPLIES DPW	14862	11/02/2012	164.00	12/12	
					317.38	*	
100-535321-211	STREETS - PHYSICALS						
	4154 AURORA MEDICAL GROUP	AUORA MED GROUP DOT DRUG SCF	77064098	11/19/2012	50.00	12/12	
100-535321-234	STREETS - SALT AND SAND						
	2587 REINDERS INC	REINDERS INC - Salt	1411246-00	11/19/2012	531.25	12/12	
100-535321-242	STREETS - REP MAINT VEHICLES						
	2060 MOTOR PARTS COMPANY, LLC.	MOTOR PARTS DPW UNIT 800	220087	11/14/2012	7.99	12/12	
	3885 MITCHELL 1	MITCHELL1 SUPPLIES DPW	3908035	11/16/2012	2,208.00	12/12	

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	5043	IBD, LLC	IBD- Unit 607	110123577	11/13/2012	217.90	12/12
						2,433.89	*
100-535321-244	STREETS - REP MAINT EQUIPMENT						
	1457	HUMPHREY SERVICE & PARTS, INC.	HUMPHREY SERVICE DPW PARTS	1181104	11/01/2012	15.68	12/12
	1820	LOIS TIRE SHOP, INC.	LOIS TIRE DPW	316815	11/16/2012	79.77	12/12
						95.45	*
100-535321-246	STREETS - REP MAINT OFFICE EQ						
	5364	DIGICORP	DIGICORP Labor and parts	52151	10/31/2012	611.00	12/12
100-535321-248	STREETS REP & MAINT BLDG						
	8551	Southport Heating, Plumbing &	HVAC Service at DPW	306174	10/25/2012	178.20	12/12
100-535321-298	STREETS - CONTRACT SERVICES						
	1513	INLAND POWER GROUP	yearly inspection and testing on generatr	1417009-00	11/09/2012	790.00	12/12
	2290	ORKIN COMMERCIAL SERVICES	ORKIN PEST CONTROL DPW	78444176	10/25/2012	22.00	12/12
	2860	TAPCO	TAPCO DPW	1409844	11/19/2012	1,024.00	12/12
	3635	RICHTER'S SENTRY FOODS	RICHTER FOODS DPW	10112012DPW	10/11/2012	119.17	12/12
	5164	DONERITE JANITORIAL SERV INC.	shampoo carpets at DPW building	2335	11/12/2012	112.00	12/12
	5164	DONERITE JANITORIAL SERV INC.	DONE RITE DECEMBER CLEANING D	2336	11/16/2012	288.00	12/12
						2,355.17	*
100-535321-310	STREETS - OFF SUPP/POSTAGE						
	520	BULLETIN PRINTING	BULLETIN DPW SUPPLIES	864038	11/13/2012	22.00	12/12
	5526	OCE' IMAGISTICS INC.	IMAGISTICS DPW 128709	418069435	11/10/2012	20.11	12/12
						42.11	*
100-535321-350	STREETS - REP MAINT SUPPLIES						
	1457	HUMPHREY SERVICE & PARTS, INC.	HUMPHREY SERVICE DPW PARTS	1180339	10/24/2012	22.01	12/12
	1951	MENARDS	MENARDS DPW SUPPLIES	7891	11/13/2012	119.88	12/12
	1951	MENARDS	MENARDS DPW SUPPLIES	7946	11/16/2012	47.88	12/12
	1951	MENARDS	MENARDS DPW SUPPLIES	7955	11/16/2012	12.99	12/12
	1951	MENARDS	MENARDS DPW SUPPLIES	8177	11/19/2012	35.84	12/12
	1951	MENARDS	MENARDS DPW SUPPLIES	8374	11/21/2012	23.34	12/12
	1951	MENARDS	MENARDS DPW SUPPLIES	8805	11/26/2012	189.90	12/12
	2590	REINEMANS, INC.	Reinemans - Streets	013214	11/12/2012	5.02	12/12
	2723	SHERWIN-WILLIAMS	SHERSHERWIN WILLIAMS CREDIT	5199-9	09/14/2012	5.19	12/12
	2723	SHERWIN-WILLIAMS	SHERSHERWIN WILLIAMS CREDIT	8143-4	11/09/2012	2.89	12/12
	2723	SHERWIN-WILLIAMS	SHERSHERWIN WILLIAMS CREDIT	8144-2	11/09/2012	26.59	12/12
	5709	FASTENAL COMPANY	Fastenal- Holst Inspection	WIBUR3540	10/31/2012	408.72	12/12
						830.91	*
Total STREET ADMINISTRATION						7,445.36	
100-555551-159	PARKS - CLOTHING						
	117	ALSCO	ALSCO DPW - PARKS	IMIL613579	11/14/2012	30.00	12/12
	117	ALSCO	ALSCO DPW - PARKS	IMIL616195	11/21/2012	30.00	12/12
						60.00	*
100-555551-211	PARKS - PHYSICALS						
	4154	AURORA MEDICAL GROUP	AUORA MED GROUP DOT DRUG SCF	77064097	11/19/2012	75.00	12/12
100-555551-220	PARKS - UTILITIES						
	2534	RACINE CO PUBLIC WORKS	RA CO PUBLIC WORKS ELECTRIC BI	2012	11/08/2012	1,012.63	12/12
100-555551-298	PARKS - OUTSIDE SERVICES						
	2290	ORKIN COMMERCIAL SERVICES	ORKIN PEST CONTROL DPW	78444176	10/25/2012	11.00	12/12
	2330	PAT'S SERVICES, INC	CITY OF BURLINGTO RIVERSIDE PAF	A-83530	11/09/2012	42.66	12/12
	2330	PAT'S SERVICES, INC	CITY OF BURLINGTON COMPOST SIT	A-83535	11/09/2012	80.00	12/12
	2330	PAT'S SERVICES, INC	PAT'S SANITARY Devor Park	A-83537	11/09/2012	10.66	12/12
	5164	DONERITE JANITORIAL SERV INC.	shampoo carpets at DPW building	2335	11/12/2012	56.00	12/12

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	5164	DONERITE JANITORIAL SERV INC.	DONE RITE DECEMBER CLEANING D	2336	11/16/2012	144.00	12/12
						344.34	*
100-555551-310	PARKS - OFFICE SUPP, POSTAGE						
	2682	GOOSEBERRIES	GOOSEBERRIES LUNCH DELIVERY	SHERWIN/1	11/15/2012	283.19	12/12
	5526	OCE' IMAGISTICS INC.	IMAGISTICS DPW 128709	418069436	11/10/2012	10.04	12/12
						293.23	*
100-555551-350	PARKS - REPAIR/MTCE SUPPLIES						
	1951	MENARDS	MENARDS DPW SUPPLIES	07693	11/13/2012	289.68	12/12
	1951	MENARDS	MENARDS DPW SUPPLIES	7693	11/13/2012	289.68	12/12
	1951	MENARDS	MENARDS DPW SUPPLIES	7777	11/14/2012	183.92	12/12
	2590	REINEMANS, INC.	Reinemans - Parks	013244	11/12/2012	15.29	12/12
						778.57	*
Total PARKS						2,563.77	
100-575710-299	GARBAGE- CNTRCT SVCS LANDFILL						
	4217	KAPUR & ASSOCIATES, INC.	Kapur 11.0064.01 Burlington Landfill 20'	79063	10/25/2012	2,225.00	12/12
Total GARBAGE COLLECTION						2,225.00	
Total GENERAL FUND						37,398.54	
251-555511-242	REPAIR, MAINTENANCE EQUIPMENT						
	1351	VICTORIA SUPPLY INC/TOPBULB.CO	MICROFILM LIGHT BULBS	400012369	11/27/2012	22.24	12/12
251-555511-247	REPAIR, MAINTENANCE BUILDING						
	503	BREUER & FELL ELECTRIC	BREUER & FELL LIBRARY	25294	11/27/2012	127.05	12/12
	504	BRODART COMPANY	LIBRARY DISPLAY SHELVING	273908	11/27/2012	336.60	12/12
	1140	ELKHORN CHEMICAL & PACKAGING	ELKHORN CHEM LIBRARY	527813	11/27/2012	403.78	12/12
	1460	HIGHSMITH CO., INC.	HIGHSMITH LIBRARY SHELVING	4776160	11/27/2012	103.63	12/12
	1951	MENARDS	Space Heater & Supplies	1112MEN	11/27/2012	205.96	12/12
	2590	REINEMANS, INC.	REINEMANS LIBRARY SUPPLIES	013004	11/27/2012	27.35	12/12
						1,204.37	*
251-555511-310	OFFICE SUPPLIES, POSTAGE						
	520	BULLETIN PRINTING	BULLETIN LIBRARY SUPPLIES	863544	11/27/2012	175.95	12/12
	1010	DEMCO	DEMCO LIBRARY TECH SERVICE SU	4792816	11/21/2012	254.59	12/12
	3635	RICHTER'S SENTRY FOODS	RICHTER FOODS, LIBRARY SUPPLIES	1112RS1	11/27/2012	50.35	12/12
						480.89	*
251-555511-324	MEMBERSHIP DUES						
	5827	AMERICAN LIBRARY ASSOCIATION	LIBRARY MEMBERSHIP RENEWAL	1112AMAZ	11/27/2012	400.00	12/12
251-555511-327	MATERIALS						
	300	BAKER & TAYLOR	BAKER & TAYLOR LIBRARY MATERIA	2027578037	11/27/2012	2,501.99	12/12
	300	BAKER & TAYLOR	BAKER & TAYLOR LIBRARY MATERIA	X22NS1081M	11/27/2012	635.00	12/12
	301	BAKER & TAYLOR ENTERTAINMENT	BAKER & TAYLOR ENTERTAINMENT	M00441510	11/27/2012	159.05	12/12
	302	BAKER & TAYLOR CONT. SERVICE	BAKER & TAYLOR LIBRARY MATERIA	5012294237	11/27/2012	289.51	12/12
	1290	GALE	GALE GROUP, LIBRARY LARGE PRIN	97867585	11/27/2012	254.15	12/12
	3529	LANDMARK AUDIOBOOKS	LIBRARY AUDIOBOOKS	633246	11/27/2012	223.88	12/12
	4072	MICROMARKETING ASSOCIATES	MICROMARKETING LIBRARY MATERIA	460961	11/27/2012	948.84	12/12
	5630	AMAZON.COM/GE MONEY	AMAZON.COM, LIBRARY DVD'S	1112ALA	11/27/2012	56.56	12/12
	5868	USBORNE BOOKS	USBORNE BOOKS, LIBRARY JUV MA	2687180	11/27/2012	81.92	12/12
	7607	MIDWEST TAPE, LLC	MIDWEST TAPE LIBRARY DVD'S & CD	90552281	11/27/2012	790.59	12/12
	7682	TASTE OF HOME	TASTE OF HOME COOKBOOKS	10312TOH	11/27/2012	54.81	12/12

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
						5,976.10	*
		Total FUND EXPENSES				8,083.60	
		Total LIBRARY OPERATIONS FUND				8,083.60	
465-525220-806	FIRE COMMUNICATION EQUIP						
	2997	UNIVERSAL COMMUNICATIONS &	UCC, INC FIRE DEPT SUPPLIES	15552	11/15/2012	7,475.00	12/12
		Total FIRE DEPT.				7,475.00	
		Total CAPITAL REPLACEMENT FUND				7,475.00	
470-525220-800	FD Parking Lot/Washington St						
	2570	REESMAN'S EXC. & GRADING, INC.	Reeseman's - Street Demolition	20120395	10/30/2012	9,730.00	12/12
		Total 470-525220				9,730.00	
		Total CAPITAL PROJ - INFRASTRUCTURE				9,730.00	
501-514900-000	ADMINISTRATIVE EXPENSES						
	8222	LABYRINTH HEALTHCARE GROUP	Monthly fee for Advocacy Serv	16112	11/20/2012	155.00	12/12
		Total ADMINISTRATIVE				155.00	
		Total SELF INSURANCE FUND				155.00	
621-270000	UNAMORTIZED PREMIUM ON DEBT						
	8002	EHLERS	Water System Revenue Bonds, Series 2	345451	11/12/2012	15,000.00	12/12
621-575740-159	CLOTHING ALLOWANCE						
	117	ALSCO	ALSCO WWTP	IMIL810950	11/07/2012	72.92	12/12
	117	ALSCO	ALSCO WWTP	IMIL813581	11/14/2012	72.92	12/12
	117	ALSCO	ALSCO WWTP	IMIL816197	11/21/2012	121.26	12/12
						267.10	*
621-575740-211	MEDICAL PHYSICALS						
	4154	AURORA MEDICAL GROUP	AURORA MED GROUP WWTP	77120435	11/19/2012	192.00	12/12
621-575740-240	FUEL, OIL AND LUBRICANTS						
	2000	MIKE'S REPAIR SERVICE	Mike's Repair WWTP Tanker # 72	23304	11/12/2012	80.00	12/12
621-575740-242	REPAIR, MAINTENANCE VEHICLES						
	2000	MIKE'S REPAIR SERVICE	Mike's Repair WWTP Tanker # 72	23304	11/12/2012	355.00	12/12

PD = Fully Paid Invoice PR = Partially Paid Invoice

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
621-575740-244	REPAIRS, MAINT EQUIPMENT						
	117	ALSCO	ALSCO WWTP	IMIL610950	11/07/2012	7.30	12/12
	117	ALSCO	ALSCO WWTP	IMIL613581	11/14/2012	7.30	12/12
	117	ALSCO	ALSCO WWTP	IMIL613582	11/14/2012	92.41	12/12
	117	ALSCO	ALSCO WWTP	IMIL616197	11/21/2012	7.30	12/12
	1951	MENARDS	MENARDS WWTP	7781	11/14/2012	13.92	12/12
	1951	MENARDS	MENARDS WWTP	7883	11/15/2012	84.46	12/12
	3120	WELDERS SUPPLY COMPANY	WELDER SUPPLY WWTP	192938	11/14/2012	120.00	12/12
	5164	DONERITE JANITORIAL SERV INC.	DONERITE JANITORIAL WWTP NOV I	2337	11/16/2012	960.00	12/12
	5709	FASTENAL COMPANY	Fastenal- Holst Inspection	WIBUR3540	10/31/2012	408.73	12/12
						1,701.42	*
621-575740-245	GROUND IMPROVEMENTS						
	2608	R.K.W. REDI-MIX CONCRETE INC.	RKW WWTP GRAVEL	41630	11/12/2012	29.38	12/12
621-575740-246	REPAIRS, MAINT OFF EQUIPMENT						
	7717	INFOR GLOBAL SOLUTIONS, INC	INFOR WWTP ACCESS MAINTENANCE	P-63445	11/06/2012	1,500.75	12/12
621-575740-247	WWTP-RESERVE PLANT REPLACEMENT						
	100	L.W. ALLEN, INC.	double-disc pump for digested sludge	092653	05/24/2012	16,938.00	12/12
	1160	ENERGENECS, INC.	ENERGENECS INC WWTP GRIT WAS	0026348-IN	11/08/2012	5,383.81	12/12
						22,321.81	*
621-575740-248	PLANT OPERATION						
	1513	INLAND POWER GROUP	INLAND DETROIT DIESEL WWTP GEI	1416663-00	11/15/2012	210.75	12/12
	1513	INLAND POWER GROUP	INLAND DETROIT DIESEL WWTP GEI	1416664-00	11/15/2012	275.50	12/12
	1513	INLAND POWER GROUP	INLAND DETROIT DIESEL WWTP GEI	1416666-00	11/15/2012	291.25	12/12
	1513	INLAND POWER GROUP	INLAND DETROIT DIESEL WWTP GEI	1416667-00	11/15/2012	280.75	12/12
						1,058.25	*
621-575740-249	LABORATORY						
	117	ALSCO	ALSCO WWTP	IMIL610950	11/07/2012	4.57	12/12
	117	ALSCO	ALSCO WWTP	IMIL613581	11/14/2012	4.57	12/12
	117	ALSCO	ALSCO WWTP	IMIL613582	11/14/2012	53.89	12/12
	117	ALSCO	ALSCO WWTP	IMIL616197	11/21/2012	4.57	12/12
	2180	NCL OF WISCONSIN, INC	NCL Acct No. 6900 WWTP supplies	313048	11/15/2012	597.37	12/12
						664.97	*
621-575740-310	OFFICE SUPPLIES, POSTAGE						
	520	BULLETIN PRINTING	BULLETIN WWTP SUPPLIES	864038	11/13/2012	22.00	12/12
	5526	OCE' IMAGISTICS INC.	IMAGISTICS WWTP	418071218	11/10/2012	39.00	12/12
						61.00	*
621-575740-375	TV & SEAL SANITARY SEWER						
	3033	VISU-SEWER, INC.	VISU-SEWER-WWTP SEWER TELEVI	23544	10/30/2012	425.00	12/12
Total WASTEWATER FUND EXPENSES						28,656.68	
Total WASTEWATER OPERATIONS FUND						43,656.68	
622-501505-000	HYDRANT INVENTORY-MAT & INVENT						
	5721	HD SUPPLY WATERWORKS, LTD.	HD SUPPLY WATERWORKS - WATER	5729930	11/07/2012	2,290.00	12/12
Total 622-501505						2,290.00	
622-506250-000	MAINTENANCE-SUPPLIES						

2723	SHERWIN-WILLIAMS	SHERWIN-WILLIAMS PAINT SUPPLIE	7251-6	10/23/2012	196.98	12/12
2723	SHERWIN-WILLIAMS	Paint for Well 11	8388-5	11/14/2012	418.96	12/12
5095	KOCH KUTS	KOCK KUTS FALL APPLICATION	CLIP13389	10/31/2012	843.90	12/12
8094	TERMINIX	Terminix Pest Control @1072 Liberty Dr	319533984	11/05/2012	79.00	12/12
					1,538.84	*
Total 622-506250					1,538.84	
622-506310-000 CHEMICALS						
2224	HAWKINS, INC	Water Dept Well #10	3404082RI	11/01/2012	3,511.10	12/12
Total 622-506310					3,511.10	
622-506410-000 SUPPLIES						
1951	MENARDS	MENARDS WATER DEPT	7152	11/06/2012	26.45	12/12
2590	REINEMANS, INC.	REINEMANS WATER DEPT	013783	11/19/2012	11.46	12/12
					37.91	*
Total 622-506410					37.91	
622-506500-000 RESERVOIRS & SUPPLES						
5372	CORRPRO COMPANIES	CORRPRO WATER DEP STANDARD I	142395	10/31/2012	1,840.00	12/12
Total 622-506500					1,840.00	
622-506510-000 MAINS, WATER BREAKS-SUPPLIES						
3070	WANASEK CORPORATION	HWY 36 Water Service Repair	2186	11/08/2012	3,579.30	12/12
Total 622-506510					3,579.30	
622-509030-000 OFFICE SUPPLIES						
117	ALSCO	ALSCO DPW - Water	IMIL610949	11/07/2012	28.41	12/12
117	ALSCO	ALSCO DPW - Water	IMIL613580	11/14/2012	28.41	12/12
					52.82	*
Total 622-509030					52.82	
622-509210-000 OFFICE SUPPLY						
520	BULLETIN PRINTING	BULLETIN WATER DEPT SUPPLIES	864038	11/13/2012	22.00	12/12
2470	QUILL CORPORATION	QUILL WATER SUPPLIES	6756784	10/24/2012	74.96	12/12
2470	QUILL CORPORATION	QUILL WATER SUPPLIES	6762616	10/24/2012	47.94	12/12
5526	OCE' IMAGISTICS INC.	IMAGISTICS DPW 128709	418069435	11/10/2012	20.11	12/12
					165.01	*
Total 622-509210					165.01	
622-509330-000 TRANSPORTATION-SUPPLIES						
1050	DOUG'S AUTO	DOUGS AUTO WATER	020109	11/12/2012	124.36	12/12
1820	LOIS TIRE SHOP, INC.	LOIS TIRE SHOP WATER DEPT	316632	11/20/2012	838.16	12/12
5043	IBD, LLC	IBD- Well #11	110123577	11/13/2012	87.95	12/12

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
						1,050.47	*
Total 622-509330						1,050.47	
622-509350-000	GENERAL PLANT-SUPPLIES						
	117	ALSCO	ALSCO DPW - Water	IMIL616196	11/21/2012	26.41	12/12
	1140	ELKHORN CHEMICAL & PACKAGING	ELKHORN CHEMICAL WATER DEPT	528086	11/08/2012	78.44	12/12
	2290	ORKIN COMMERCIAL SERVICES	ORKIN PEST CONTROL DPW	78444176	10/25/2012	22.00	12/12
	5164	DONERITE JANITORIAL SERV INC.	shampoo carpets at DPW building	2335	11/12/2012	112.00	12/12
	5164	DONERITE JANITORIAL SERV INC.	DONE RITE DECEMBER CLEANING D	2336	11/16/2012	288.00	12/12
						526.85	*
Total 622-509350						526.85	
Total WATER UTILITY FUND						14,592.30	
623-575740-245	REPAIR, MAINTENANCE GROUNDS						
	4057	ARBOR IMAGES, INC.	ARBOR IMAGES AIRPORT	56938	11/07/2012	4,968.00	12/12
623-575740-298	CONTRACT SERVICES						
	6280	BURLINGTON DEVELOPMENT GROU	Reimbursable Outside Service - Cleanin	DEC2012	11/15/2012	350.00	12/12
	6280	BURLINGTON DEVELOPMENT GROU	TIME WARNER	DEC2012	11/15/2012	55.00	12/12
						405.00	*
623-575740-450	RENT						
	6280	BURLINGTON DEVELOPMENT GROU	BURLINGTON DEVELOPMENT GROU	DEC2012	11/15/2012	865.00	12/12
Total 623-575740						6,238.00	
Total AIRPORT FUND						6,238.00	
Grand Total:						127,329.12	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

Emp No	Name	21-01 MISC REIMB Emp Amt	22-00 MOVING EXP Emp Amt	-00 Emp Amt	23-01 MILEAGE Emp Amt	23-02 MEALS Emp Amt	23-03 OTHER TRAV Emp Amt	Total Amounts
100011282	WINDLE, CATHERINE A.	.00	.00	.00	10.27	.00	.00	10.27
100031205	SKWIERAWSKI, MARY E.	.00	.00	.00	4.05	.00	.00	4.05
100041408	ZMUDZINSKI, BRIAN J.	800.00	.00	.00	.00	.00	.00	800.00
100051135	NIEDERER, JOHN R.	.00	.00	.00	167.62	60.00	.00	227.62
100081122	FALK, GAYLE A	.00	.00	.00	45.51	.00	.00	45.51
100081162	MCCARTHY, TAMARA A.	.00	.00	.00	48.29	.00	.00	48.29
100081203	SCHNUPP, JOY H.	.00	.00	.00	73.27	.00	.00	73.27
Grand Totals:	7 Employees	800.00	.00	.00	349.01	60.00	.00	1,209.01



CITY OF BURLINGTON

City Clerk

300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

Common Council Agenda Item Number: 10	Date: December 4, 2012
Submitted By: Beverly R. Gill, City Clerk	Subject: Licenses

Details:

OPERATOR'S LICENSES RECOMMENDED FOR APPROVAL

Befancourt, Yaneth
Brumley, Kim M.
Davis, Barbara H.
Fliess, Anna K.
French, Brittany
Paquin, Emily V.
Rich, Heather M.
Tadeo, Rosa

Financial Remarks:

Applicants are charged a fee of which a portion funds the background checks performed by the Police Department. Business license fees are calculated on a case by case basis depending on the type of license applied for.

Executive Action:

Staff recommends the Common Council accept the presented licenses at the December 4, 2012 Council meeting.



CITY OF BURLINGTON

Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

Common Council Item Number: 13A	Date: December 4, 2012
Submitted By: Kevin Lahner, City Administrator	Subject: Resolution 4581(32) to consider approving the award of the bid for the Downtown Traffic Signal Modification Project to Pro Electric, Inc. for the not-to-exceed amount of \$19,195.61.

Details:

This item is for the award of a bid to the Pro Electric, Inc. to implement the modifications to our traffic signals as recommended by Kapur and Associates and Traffic Analysis and Design's traffic study. The City received two bids for this program, and the staff is recommending the lowest responsible bidder for this work.

The work will include replacing certain signals at the intersections outlined in the report, adding blank-out "no left turn" signals where appropriate and modifying the timing of existing traffic signals as outlined in the report.

Options & Alternatives: Common Council could choose to deny this contract, which would result in no changes to the current signalization in the City. As indicated in the report, the proposed changes would improve traffic flow and safety throughout the City.

Financial Remarks: The amount of the contract is \$19,195.61 slightly below the engineer's estimate of \$21,000 for this work. The funds are being expended out of the City's Road Improvement Bond program.

Executive Action:

This item was discussed at the November 20, 2012 Committee of the Whole meeting and is scheduled for the December 4, 2012 Common Council meeting for consideration.

Resolution No. 4581(32)
Introduced by: Committee of the Whole

**A RESOLUTION APPROVING THE AWARD OF THE BID FOR
THE DOWNTOWN TRAFFIC SIGNAL MODIFICATION PROGRAM TO PRO
ELECTRIC, INC. FOR THE NOT-TO-EXCEED AMOUNT OF \$19,195.61**

WHEREAS, on June 1, 2004 the Common Council did approve Resolution 3812(18) a Resolution Adopting a Purchasing Policy for the City of Burlington; and,

WHEREAS, the Purchasing Policy requires that all construction related contracts exceeding \$15,000 to be reviewed and approved by the Common Council; and,

WHEREAS, the City of Burlington did advertise for bids for the Downtown Traffic Signal Modification Program on October 25, 2012; and,

WHEREAS, two bids were received on November 9, 2012 and were opened and reviewed by the City Engineer; and,

WHEREAS, the City Engineer has recommended acceptance of the lowest, most responsive bid from Pro Electric, Inc. for the not-to-exceed price of \$19,195.61.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the bid for the Downtown Traffic Signal Modification Program be awarded to the lowest and most responsive bidder, Pro Electric, Inc., for the not-to-exceed amount of \$19,195.61.

Introduced: November 20, 2012
Adopted:

Robert Miller, Mayor

Attest:

Beverly R. Gill, City Clerk

MEMORANDUM TO THE CITY OF BURLINGTON

To: Kevin Lahner
From: Greg Governatori
CC: Dan Jensen, Judy Gerulat, Tom Foht
Date: November 12, 2012
Re: Bid Approval and Recommendation for the Burlington Downtown Traffic Signal Modifications

A total of Two bids were received on Friday, November 9, 2012 for the **Downtown Traffic Signal Modifications**. The bids were reviewed and the final bid tab results are as follows:

Item	Engineer's Estimate	<u>Bidder No. 1</u> Pro Electric Inc. (Franksville, WI)	<u>Bidder No. 2</u> Outdoor Lighting Construction Co, Inc. (Milwaukee, WI)
Total Base Bid:	\$21,000	\$19,195.61	\$40,802.00

It is my recommendation to award the **Downtown Traffic Signal Modifications** base bid contract to **Pro Electric, Inc.** for the total cost of **\$19,195.61**. A bid bond of 5% of the contract price, and qualification statement were submitted and complete. The project General Bid Tab is attached for your review.



KAPUR & ASSOCIATES, INC.

Downtown Traffic Signal Modifications
City of Burlington, Racine County, Wisconsin
Bid Opening: November 9, 2012, 10:00 AM

General Bid Tab

Downtown Signal Modifications - Base Bid					Engineers Estimate		Pro Electric, Inc. Franksville, WI		Outdoor Lighting Construction Co. Inc. Milwaukee, WI	
Item No.	Item Description	Unit	Bid Qty.		Bid Unit \$	Bid Total \$	Bid Unit \$	Bid Total \$	Bid Unit \$	Bid Total \$
658.0110	Traffic Signal Face 3-12 Inch Vertical	EACH	8		\$ 150.00	\$ 900.00	\$ 194.81	\$ 1,168.86	\$ 684.00	\$ 4,104.00
658.0155	Traffic Signal Face 3-12 Inch Horizontal	EACH	2		\$ 150.00	\$ 300.00	\$ 194.81	\$ 389.62	\$ 722.00	\$ 1,444.00
658.0215	Backplates Signal Face 3 Section 12-Inch	EACH	8		\$ 50.00	\$ 400.00	\$ 55.66	\$ 445.28	\$ 109.00	\$ 872.00
658.0600	LED Modules 12-Inch Red Ball	EACH	8		\$ 100.00	\$ 800.00	\$ 27.83	\$ 222.64	\$ 137.00	\$ 1,096.00
658.0605	LED Modules 12-Inch Yellow Ball	EACH	8		\$ 100.00	\$ 800.00	\$ 27.83	\$ 222.64	\$ 137.00	\$ 1,096.00
658.0610	LED Modules 12-Inch Green Ball	EACH	8		\$ 100.00	\$ 800.00	\$ 27.83	\$ 222.64	\$ 137.00	\$ 1,096.00
SPV.0060.01	Blank-Out Sign, No Left Turn, 24" X 24"	EACH	4		\$ 3,000.00	\$ 12,000.00	\$ 2,490.73	\$ 9,962.92	\$ 2,962.00	\$ 11,848.00
SPV.0105.01	Modify Traffic Signals, Intersection of Jefferson Avenue & Adams Street	LS	1		\$ 1,500.00	\$ 1,500.00	\$ 1,800.15	\$ 1,800.15	\$ 6,468.00	\$ 6,468.00
SPV.0105.02	Modify Traffic Signals, Intersection of Jefferson Avenue & Bridge Street	LS	1		\$ 2,500.00	\$ 2,500.00	\$ 2,960.71	\$ 2,960.71	\$ 8,136.00	\$ 8,136.00
SPV.0105.03	Modify Traffic Signals, Intersection of Main Street & State Street	LS	1		\$ 1,000.00	\$ 1,000.00	\$ 1,800.15	\$ 1,800.15	\$ 4,714.00	\$ 4,714.00
Downtown Signal Modifications					\$	\$ 21,000.00	\$	\$ 19,195.61	\$	\$ 40,802.00

BID FORM

PROJECT IDENTIFICATION:

Downtown Traffic Signal Modifications

City of Burlington
Burlington, WI 53105

The project of the Base Bid work for the above contract includes: All signal head and programming modifications to the permanent traffic signals at the intersections of Bridge Street and Jefferson Street, Bridge Street and Adams Street, and State Street and Main Street, as specified in the Bid Documents.

BID OPENING: **Friday, November 9th, 2012 at 10:00 AM (CDT)**

Bids shall be delivered (mailed or otherwise delivered) to:

**City of Burlington
Attention: Megan Watkins
300 North Pine Street
Burlington, WI 53105**

The sealed envelope containing the Bid shall be enclosed in a separate package plainly marked on the outside with the notation "**BID ENCLOSED.**"

Copyright © 2007 National Society of Professional Engineers
1420 King Street, Alexandria, VA 22314-2794
(703) 684-2882
www.nspe.org

American Council of Engineering Companies

Nineteen Thousand and One Hundred Dollars and
(Words)

Sixty One Cents
(Words)

(\$ 19,145.61)
(Figures)

Bids shall be delivered (mailed or otherwise delivered) to:

**City of Burlington
Attention: Megan Watkins
300 North Pine Street
Burlington, WI 53105**

The sealed envelope containing the Bid shall be enclosed in a separate package plainly marked on the outside with the notation "BID ENCLOSED."

Unit Prices have been computed in accordance with Paragraph 11.03.B of the General Conditions.

Bidder acknowledges that estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

ARTICLE 6 – TIME OF COMPLETION

- 6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 7 – ATTACHMENTS TO THIS BID

- 7.01 The following documents are submitted with and made a condition of this Bid:
- A. Required Bid security in the form of Bid Bond, per Penal Sum Form;
 - B. List of Proposed Subcontractors; and

Title: PRESIDENT
(CORPORATE SEAL)

Attest Vinit Kishoff

Date of Qualification to do business in [State where Project is located] is
03 / 29 / 05.

A Joint Venture

Name of Joint Venture: _____

First Joint Venturer Name: _____ (SEAL)

By: _____
(Signature of first joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

Second Joint Venturer Name: _____ (SEAL)

By: _____
(Signature of second joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

Bidder's Business Address 1640 122ND ST

FRANKSVILLE WI 53126

Phone No. 262-895-2371 Fax No. 262-895-2378

ARTICLE 1 – BID RECIPIENT

1.01 This Bid is submitted to:

*City of Burlington
ATTN: Megan Watkins
300 South Pine Street
Burlington, WI 53105
(Herein called Owner)*

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER'S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

2.02 *Bidder will sign and deliver the required number of counterparts of the Agreement with the Bonds, evidence of insurance coverage, and other documents required by the Bidding Requirements within 10 days after the date of Owner's Notice of Award.*

ARTICLE 3 – BIDDER'S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged:

<u>Addendum No.</u>	<u>Addendum Date</u>
<u>N/A</u>	<u>N/A</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

B. Bidder has visited the Areas of Work and become familiar with and is satisfied as to the general, local, and conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process;
 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.



CITY OF BURLINGTON

Department of Public Works
Streets, Parks and Water Utility
2200 S. Pine Street, Burlington, WI 53105
(262) 539-3770 - (262) 539-3773 fax
www.burlington-wi.gov

Common Council Item Number: 13B	Date: December 4, 2012
Submitted By: Dan Jensen, Dept. of Public Works Streets/Parks Supervisor	Subject: Resolution 4582(33) to consider Task Order No. 91 for the 2013 Street and Utility Improvement Project to Kapur & Associates, Inc. in the amount of \$137,602.

Details: Attached for your review and approval is Task Order No. 91 for the engineering and construction management of the 2013 Street and Utility Improvement Project. The work in this Task Order will provide the engineering and construction management required to complete the 2013 Program. The Project includes street and utility improvements on:

- **Beloit St.**, street resurfacing - from Sunset Dr. to McHenry St.
- **W. Chandler Blvd.**, street resurfacing – from Randolph St. to S. Kane St.
- **E. Chandler Blvd.**, street resurfacing - from S. Kane St. to Edward St.
- **James St.**, street resurfacing – from Lewis St. to W. Chestnut St., and 3” watermain relay
- **Teutonia Dr.**, street resurfacing – from W. Chestnut St. to end of the cul-de-sac
- **Johnson St.**, street resurfacing - from Milwaukee Ave. to Washington St., and 3” watermain relay
- **Fire Department Parking Lot** – Construction of the parking lot where the residence was demolished at 181-183 W. Washington St.
- **Bituminous Seal Coating With Slag Aggregate** – Seal coat Bridge Street from South Pine Street to Jefferson Street.

City staff has reviewed and recommend approval of Task Order #91 in the amount of \$137,602.

Options & Alternatives: The Council approved going forward with the second year of this 2 year project on March 20, 2012, April 4, 2012 and May 1, 2012.

Financial Remarks:

54% of the task order (\$73,930) will come out of the General Obligation Bonds for Street Improvements. 23% of the task order (\$32,010) will come out of Water utility funds, and 23% (\$31,662) will come out of Fire Department funds.

Executive Action:

This item was discussed at the November 20, 2012 Committee of the Whole meeting and is scheduled for the December 4, 2012 Common Council meeting for consideration.

Resolution No. 4582(33)
Introduced by: Committee of the Whole

**A RESOLUTION APPROVING TASK ORDER NUMBER NINETY-ONE
WITH KAPUR AND ASSOCIATES, INC. FOR THE 2013 STREET AND UTILITY
IMPROVEMENT PROJECT FOR THE NOT-TO-EXCEED AMOUNT OF \$137,602**

WHEREAS, the City of Burlington has entered into a master agreement for engineering services with Kapur and Associates, Inc.; and,

WHEREAS, the City has requested assistance with the preparation of survey and base mapping, field reviews, plan preparation and review, administrative services, utility coordination, advertisement, manual preparation, bid opening attendance, post-bid opening activities, attendance at meetings as required, and construction management, which have resulted in a task order, a copy of which is attached hereto and made a part thereof; and,

WHEREAS, said task order is for the not-to-exceed amount of \$137,602 and has been recommended for approval by the Dept. of Public Works Streets/Parks Supervisor.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the Task Order Number Ninety-One is hereby approved for the not-to-exceed amount of \$137,602.

BE IT FURTHER RESOLVED that the City Administrator is hereby authorized and directed to execute the Task Order Number Ninety-One on behalf of the City.

Introduced: November 20, 2012
Adopted:

Robert Miller, Mayor

Attest:

Beverly R. Gill, City Clerk

TASK ORDER NUMBER #91 CIVIL ENGINEERING SERVICES

This Task Order is made as of November 6, 2012 under the terms and conditions established in the MASTER AGREEMENT FOR ENGINEERING SERVICES, (the Agreement), between the **City of Burlington (Owner)** and **Kapur & Associates, Inc. (Engineer)**. This Task Order is made for the following purpose:

Provide civil engineering services for the complete design and specification preparation, bidding and construction management for the City of Burlington 2013 Street & Utility Improvement Project. Project includes the asphalt resurfacing of Beloit Street, W. Chandler Boulevard, E. Chandler Boulevard, James Street, Teutonia Drive, and Johnson Street. Utility improvements include water main relay on James Street and Johnson Street. Project also includes Slag Seal of Bridge Street from Pine to Jefferson. Sidewalk repairs and additional utility improvements will be coordinated with the roadway improvements. Project also includes the construction of a parking lot for the Burlington Fire Department located at 165 W. Washington Street with associated improvements to Washington Street.

Section A. – Scope of Services

Engineer shall perform the following Services:

Plan Preparation Activities

1. Provide field survey, mapping, field reviews, and plan & specification preparation for the resurfacing of Beloit Street, W. Chandler Boulevard, E. Chandler Boulevard, James Street, Teutonia Drive, and Johnson Street.
2. Provide field survey, mapping, field review, plan & specification preparation for the water main relay on James Street and Johnson Street. Lead pipe water services will also be replaced as part of the water main relays.
3. Provide detailed plans and specifications for the Burlington Fire Department parking lot construction. Project includes associated roadway, sidewalk, and utility improvements on Washington Street.
4. Provide detailed plans and specifications for slag sealing Bridge Street.
5. Provide field review and plan & specification preparation in coordination with the City staff for the repair of sidewalks within the City.
6. Prepare and provide Project Manual including but not limited to Advertisement for Bids, Instruction to Bidders, Bid Form, Bidder's

Qualification Statement, Agreement, and General Conditions of Contract,
Supplementary Conditions, and Special Provisions.

Construction Management Activities

7. Provide administrative services to manage client coordination/invoicing, project schedules, contract change order documentation, establish project logs, formatting monthly contract quantity estimating and contractor invoicing and contract closeout documentation for base bid projects.
8. Provide construction staking for necessary items within the construction contract.
9. This survey provides for a "one time" staking for a particular item. If the contractor damages any stakes, they shall be responsible for the cost to replace those damaged stakes.
10. Prepare as-built drawings for the new utility construction in both hard copy and electronic format (compatible AutoCad format) and enter into GIS database and online mapping.
11. Coordinate and complete necessary material testing services for utility work completed.
12. Process payment requests from the contractor for their work and prepare recommendation for payment for City approval. Complete final close out documentation and acceptance of improvements memorandum. **(This task is completed on a monthly basis and is completed for all work approved for the prior month.)**
13. The Engineer will be responsible for notifying, scheduling, conducting, documenting, and distributing minutes of the preconstruction conference.
14. Prepare and provide project update memorandum and provide copies of the daily journal entries to City staff upon request.
15. Attend meetings as needed and coordinate with adjacent property owners and business as needed.
16. It is anticipated the construction work under the 2013 Street & Utility Improvement Project contract will begin on or after April 29, 2013 and be completed by August 31, 2013. This schedule has been provided for estimating purposes only. Engineer and staking construction services are estimated on the engineering and survey staff being on site as needed and completing project paperwork for up to 18 weeks.

Section B. – Schedule

Engineer shall perform the Scope of Services and deliver the related Documents according to the following schedule:

1. Provide "Preliminary Plans" to the Department of Public Works for review and comment on or before January 10, 2013.
2. Provide Final Plans and Specification to the Department of Public Works for bid on or before January 31, 2013.
3. Bids due on or before February 28, 2013.
4. Approval of construction contract anticipated at March 19, 2013 Council Meeting with construction starting in mid to late - April 2013.

Section C. – Compensation

In return for the performance of the foregoing obligations, Owner shall pay to Engineer an amount not-to-exceed One Hundred Thirty-Seven Thousand Six Hundred Two Dollars (\$137,602.00) payable according to the following terms:

A not-to-exceed amount based on the rates as listed in Attachment A of the Agreement, plus direct expenses. Cost plus services are limited to an agreed maximum figure unless amended.

Engineer may request a change to the billing hours if scope changes, beyond the control of the Engineer, resulting in an extension of the schedule or necessitates a change in personnel.

Compensation for Additional Services (if any) shall be paid by Owner to Engineer according to the hourly billing rates shown in Attachment A of the Agreement.

IN WITNESS WHEREOF, the Owner and Engineer have executed the Task Order.

Owner: City of Burlington

Engineer: Kapur & Associates, Inc.

By: _____

By: Thomas W. Foht

Signature: _____

Signature: _____

Title: _____

Title: Associate

Date: _____

Date: _____

Kapur Associates, Inc.
Summary of Staff Hours and Labor Costs
for the
City of Burlington

TASK ORDER 91																									
City of Burlington 2013 Street & Utility Improvement Project - Attachment A																									
CLASSIFICATION		Project Manager		Electrical Engineer		Project Engineer		Project Engineer		Surveyor		Construction Project Engineer		Staff Engineer		Construction Staff Engineer		Senior Technician		Technician		Survey Crew		Total Labor	
Average Hourly Wage		\$133.00		\$107.60		\$100.30		\$103.00		\$90.00		\$103.00		\$78.00		\$78.00		\$71.00		\$60.00		\$115.75			
TASK DESCRIPTION	ACT. Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Beloit Street																									
Survey/Base Mapping														4	\$312.00			6	\$426.00			6	\$694.50	16	\$1,432.50
Field Reviews														8	\$624.00			3	\$213.00					11	\$837.00
Plan Preparation/Review		2	\$266.00					8	\$824.00					32	\$2,496.00									42	\$3,686.00
W. Chandler / E. Chandler Boulevard																									
Survey/Base Mapping														4	\$312.00			8	\$568.00			8	\$926.00	20	\$1,806.00
Field Reviews														12	\$936.00			4	\$284.00					16	\$1,220.00
Plan Preparation/Review		2	\$266.00					12	\$1,236.00					40	\$3,120.00									54	\$4,622.00
James Street																									
Survey/Base Mapping														2	\$156.00			4	\$284.00			4	\$463.00	10	\$903.00
Field Reviews														8	\$624.00			3	\$213.00					11	\$837.00
Utility Improvement Plans								8	\$824.00					64	\$4,992.00			12	\$852.00					84	\$7,212.00
Plan Preparation/Review		2	\$266.00					8	\$824.00					24	\$1,872.00									34	\$2,858.00
Teutonia Drive																									
Survey/Base Mapping														2	\$156.00			4	\$284.00			4	\$463.00	10	\$903.00
Field Reviews														8	\$624.00			3	\$213.00					11	\$837.00
Plan Preparation/Review		2	\$266.00					8	\$824.00					24	\$1,872.00			12	\$852.00					46	\$3,814.00
Johnson Street																									
Survey/Base Mapping														2	\$156.00			4	\$284.00			4	\$463.00	10	\$903.00
Field Reviews														6	\$468.00			2	\$142.00					8	\$610.00
Utility Improvement Plans								4	\$412.00					30	\$2,340.00									34	\$2,922.00
Plan Preparation/Review		2	\$266.00					4	\$412.00					24	\$1,872.00									30	\$2,550.00
2013 Sidewalk Improvements																									
Field Reviews								4	\$412.00					4	\$312.00									8	\$724.00
Plan Preparation/Review		1	\$133.00					4	\$412.00					6	\$468.00			2	\$142.00					13	\$1,156.00
Fire Station Expansion / Washington Street																									
Survey/Base Mapping														8	\$624.00			4	\$284.00					12	\$1,008.00
Field Reviews														68	\$5,304.00									68	\$5,856.00
Plan Preparation/Review														40	\$3,120.00									66	\$5,454.00
Specifications		2	\$266.00					24	\$2,472.00																
Project Manual/Administration																									
Administration		8	\$1,064.00					32	\$3,296.00			40	\$4,120.00	20	\$1,560.00									100	\$10,040.00
Advertisement/Project Manual		2	\$266.00					20	\$2,060.00			32	\$3,296.00	48	\$3,744.00									102	\$9,368.00
Attend Bid Opening		3	\$399.00									3	\$309.00											6	\$708.00
Post Bid Opening Activities												20	\$2,060.00											20	\$2,060.00
Meetings as Required		4	\$532.00					24	\$2,472.00			24	\$2,472.00	12	\$936.00									64	\$6,412.00
Construction Management																									
James Street Watermain												60	\$6,180.00	6	\$468.00									66	\$6,648.00
Johnson Street Watermain												32	\$3,296.00	2	\$156.00									34	\$3,452.00
Fire Station/Washington Street Improvements												20	\$2,060.00			100	\$7,800.00							120	\$11,800.00
2013 Sidewalk Improvements												8	\$824.00			40	\$3,120.00							48	\$3,944.00
Street Improvements												260	\$26,780.00	20	\$1,560.00	60	\$4,680.00							340	\$33,020.00

Kapur Associates, Inc.
Summary of Staff Hours and Labor Costs
for the
City of Burlington

CLASSIFICATION		Project Manager		Electrical Engineer		Project Engineer		Project Engineer		Surveyor		Construction Project Engineer		Staff Engineer		Construction Staff Engineer		Senior Technician		Technician		Survey Crew		Total Labor	
Average Hourly Wage		\$133.00		\$107.60		\$100.30		\$103.00		\$90.00		\$103.00		\$78.00		\$78.00		\$71.00		\$60.00		\$115.75			
TASK DESCRIPTION	ACT. Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
TOTALS		30	3990					160	16480			489	51397	528	41184	200	15600	71	5041			26	3009.5	1514	\$136,702
																						Expenses:		\$900	
																						Project Total:		\$137,602	

Summary of Expenses	Units	Cost	Total
Estimated Expenses			
Advertisement for Bid	1	\$600.00	\$600.00
Concrete Testing	10	\$30.00	\$300.00
Totals			\$900.00

Check into Phase I Investigations
Check into title searches



CITY OF BURLINGTON

Finance Department

300 N. Pine Street, Burlington, WI 53105
(262) 342-1170 – (262) 342-1178 fax
www.burlington-wi.gov

Common Council Item Number: 13C	Date: December 4, 2012
Submitted By: Steve DeQuaker, City Treasurer	Subject: Resolution 4583(34) to consider the proposed 2013 Budget.

Details:

The attached resolution is to consider the adoption of the proposed 2013 annual City Budget. The Council conducted workshops in October with the Department Heads to project City revenues and discuss expenditures for the next year. At this time the City has all the information that we expected to receive in relation to the budget and have addressed all unresolved issues surrounding the budget.

Options & Alternatives:

At this time the Common Council could choose to increase or decrease the tax levy amount, thus impacting the City portion of the tax rate.

Financial Remarks:

The ending fund balance is projected to be \$1,990,043. This is 25.1% of General Fund expenditures for 2013. The tax levy as shown in the budget is a .8% increase over the 2011 levy, which equates to an additional \$42,018 in General Fund dollars. The tax levy calculates to a MIL rate of \$7.81 for the City portion of the taxes compared to \$7.85 last year. The 2013 Levy, compared to the 2012 Levy, is adjusted by net new construction (.5%), annexation of Teut Rd/Timber Lane properties and debt service (.31%) per Department of Revenue Levy Limit guidelines. Overall City assessed property values decreased slightly in 2012, resulting in no change or a small \$10 decrease for the average property owner in the City.

Executive Action:

This item was discussed at the November 20, 2012 Committee of the Whole meeting and is placed on the December 4, 2012 Common Council agenda for consideration.

**A RESOLUTION ADOPTING THE 2013 BUDGET
FOR THE CITY OF BURLINGTON**

WHEREAS, the draft 2013 Budget for the City of Burlington has been prepared by City staff and presented to the Committee of the Whole for their consideration, review and revision; and,

WHEREAS, the draft 2013 Budget reflects the changes as directed by the Committee of the Whole; and,

WHEREAS, the proper notices for adoption of said budget have been published in the official newspaper for the City of Burlington; and,

WHEREAS, the budget was made available for inspection and review by the public at the Office of the City Clerk of the City of Burlington for the necessary time as required by law, online at the City of Burlington Website and at the Burlington Public Library; and,

WHEREAS, a public hearing has been conducted by the Common Council of the City of Burlington and comments of all citizens and other interested parties received, and the budget has been duly and completely reviewed by the Common Council with regards to appropriation and expenditures.

NOW, THEREFORE, BE IT RESOLVED that the 2013 City of Burlington Budget in the following amounts is hereby approved:

					Fund Balance	Total	Total	Fund Balance
					1/1/2013	Revenues	Expenditures	12/31/2013
Governmental:								
	General		\$	\$	2,399,051	\$ 7,517,882	\$ 7,926,889	\$ 1,990,043
	Library		\$	\$	72,503	\$ 740,700	\$ 813,194	\$ 9
	Block Grant		\$	\$	124,507	\$ 50,000	\$ (6,240)	\$ 180,747
	TIF 3 RLF Loan		\$	\$	602,953	\$ -	\$ -	\$ 602,953
	Wehmoft		\$	\$	54,833	\$ 200	\$ -	\$ 55,033
	Park Development		\$	\$	127,080	\$ 30,110	\$ 40,000	\$ 117,190
	Library Trust		\$	\$	101,846	\$ 9,145	\$ 9,050	\$ 101,941
	DeRozer		\$	\$	49,738	\$ 750	\$ -	\$ 50,488
	Debt Service -TIF 3		\$	\$	834,795	\$ 3,530,526	\$ 3,651,547	\$ 713,774
	Debt Service		\$	\$	(74,487)	\$ 30,704	\$ 7,723	\$ (51,507)
	Debt Service -ER TID				(\$0)	\$ 150,922	\$ 150,921	\$ 0
	Capital Projects - Infr.		\$	\$	1,583,585	\$ 189,140	\$ 1,768,360	\$ 4,365
	Storm Water		\$	\$	13,287	\$ 3	\$ -	\$ 13,290
	Facade Grants		\$	\$	26,634	\$ 35	\$ 10,000	\$ 16,669
	TIF 4		\$	\$	(0)	\$ 16,301	\$ 16,301	\$ (0)
	Downtown Redev		\$	\$	0	\$ 10	\$ -	\$ 10
	Equipment Replacement		\$	\$	987,226	\$ 258,000	\$ 368,204	\$ 877,022
Enterprise:								
	Wastewater		\$	\$	1,697,491	\$ 3,748,151	\$ 3,202,749	\$ 2,242,893
	Water		\$	\$	24,465	\$ 2,495,759	\$ 2,403,436	\$ 116,788
	Airport		\$	\$	191,278	\$ 954,225	\$ 868,759	\$ 276,744
Internal Service:								
	Self Insurance		\$	\$	710,757	\$ 1,560,767	\$ 1,333,641	\$ 937,883
			\$	\$	9,527,542	\$ 21,283,330	\$ 22,564,536	\$ 8,246,336

BE IT FURTHER RESOLVED that the Common Council of the City of Burlington does authorize the City Treasurer to levy tax in the amount of \$5, 501,182 for Racine County property in the City of Burlington and \$4,496 for Walworth County property in the City of Burlington and to collect these taxes to meet and operate, pursuant to said budget, for the fiscal and calendar year 2013.

Introduced: November 20, 2012
Adopted:

Robert Miller, Mayor

Attest:

Beverly R. Gill, City Clerk



CITY OF BURLINGTON

Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

Committee of the Whole Item Number: 5	Date: December 4, 2012
Submitted By: Patrick Scherrer, Building Inspector	Subject: Motion 12-751 to approve a Certificate of Appropriateness and Sign Application in the HPC Overlay District for 609 N. Pine Street (Alexi Chiropractic & Acupuncture).

Details:

The Historic Preservation Commission (HPC) recommends approval of a Certificate of Appropriateness and Sign Permit Application for the project located at 609 N. Pine Street.

The proposed project consists of:

- the installation of an 18-inch wide X 18-inch long sign, a total of 2.25 square feet, to be placed in the window of the door which faces N. Pine Street. The door window glass measures 24.67-inches by 56 inches, 9.59 square feet in total. The proposed door window sign would cover about 23.46 percent of the door glass. The sign will be made of vinyl in blue, green, and violet lettering.

This Certificate of Appropriateness and Sign Permit Application were reviewed and approved at the November 29, 2012 HPC meeting.

Options & Alternatives:

The alternative would be to not approve this request and request a different proposal.

Financial Remarks:

The approved items will be paid 100% by the owner.

Executive Action:

This item is for discussion at the December 4, 2012 Committee of the Whole meeting and per common practice it is scheduled for the Common Council meeting for consideration the same night.



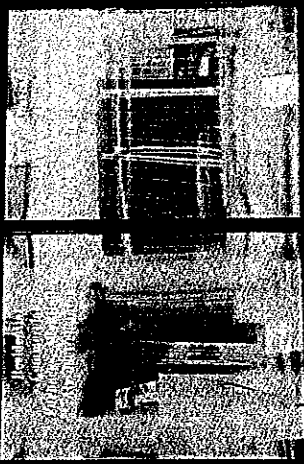
Allexi
**Chiropractic &
Acupuncture**

Dr. Jasmine Allexi

262.323.2925



SQUARE ONE
HEATING & COOLING
262-763-7000
www.squareonehvac.com



10/25/2012-10:30



SIGN 18" x 18"
ON GLASS DOOR